

Borough of Franklinton Tenant Occupancy Permit Application

Office Use Only 2020/1

Mail: PO Box 88 Location: 116 S. Baltimore St. Franklinton PA 17323
717-432-4047

Date Received	
Paid	
Check	

Per Tenant Occupancy Ordinance Permit is required prior to tenant occupation of property. Penalty \$50.00

Permit Number: _____

Permit cost \$10.00

1. Property owner's name/address/email/phone:	2. Beginning date of lease:	3. Location of rental unit: (Legal property address & unit #)	
		house number & street Franklinton PA 17323	
		Apt. #	Floor

4. List the names, ages, and contact information of all persons who will occupy rental unit (Include children) In case of Emergency

Name & phone or email required for adults	DOB	Mailing Address (DO NOT USE LEGAL ADDRESS)

****Full contact information is required to accommodate essential notifications regarding water service and emergencies.**

**All Utility (Water & Trash) bills will be sent directly to the property owner.
Courtesy copies can be requested

5	Smoke detector:	yes	no
		present	
	Date last tested		

Property Owner Signature

Borough Approval signature

Franklinton Borough

P.O. Box 88
116 South Baltimore Street
Franklinton, Pa. 17323
(717) 432-4047

To: All Landlords

Re: Tenant Occupancy Permits

Section 301 Permit:

Every owner or agent of the owner of real property located within the Borough, which is rented, leased, or made available to persons other than the owner and his immediate family for the purpose of human habitation, shall obtain from the Borough Secretary a permit prior to occupancy of such real property by the tenants, or other inhabitants.

Section 302: Application

Application shall be made to the Borough Secretary and shall include but not limited to the following information.

- A. The names of the lessees or inhabitants of real estate.
- B. The name and address of the owner.
- C. The name and address of the parties responsible for payment of water and sewer rentals; and
- D. The number of individuals over the age of eighteen (18) expected to reside in the premises. The Borough may, in its discretion, provide application forms that may require additional information.

Section 303: Fees:

The fee for the application and permit required by this ordinance shall be set from time to time by resolution as needed. The application prior to the issuance of the permit shall pay the fee, and no permit shall be issued until the fee is paid.

Under Resolution 2006-4 it states that the tenant occupancy fee is \$10.00.

Please be advised this form must be updated every time you as the property owner/landlord gets a new tenant and/or the owner of the property changes. Please complete one Occupancy Permit for each occupied property and return with the accompanying fee. If you have an Occupancy Permit that you feel is still valid, please send a copy of it for review.

If you do not inform the Borough of any new tenants or ownership you are in violation of the Borough Ordinance. If after 30 days you do not respond, you will be in violation of the Borough ordinance and further action could be taken against you.

Maintaining Occupancy Permits are important in ensuring that Franklinton Borough receives all taxes due allowing for serving the community in ways such as Road maintenance. With the 2020 Census gearing up this is a priority. It also allows the property owner to protect their interests regarding required utility billing and negative affects past due payments could have. Additionally, they provide much needed emergency contact information in the event there is a utility leak on your property and minimize damage you may be responsible for. Your prompt response to this request is important.

Thank You, Franklinton Borough



York Office
1405 N. Duke St.
PO Box 15627
York, PA 17405-0156
Phone (717) 845-1584
Fax (717) 854-6376
<http://www.yatb.com>

Gettysburg Office
240 West Street
PO Box 4374
Gettysburg, PA 17325
Phone (717) 334-4000
Fax (717) 337-2565
email: info@yatb.com

INFORMATION FOR ADAMS OR YORK COUNTY RESIDENTS:

Greetings! Whether you have recently moved to the area from out-of-state, or if you have resided in Pennsylvania all your life, it is important for you to understand Pennsylvania local taxes that may impact you.

In Pennsylvania, in addition to the state personal income tax collected by the PA Department of Revenue, municipalities, school districts and the county may each levy several different types of taxes. These may include the following:

Real Estate Tax – levied by the county, school district and municipality on real estate owned within their jurisdictions. Each taxing authority will levy a different millage rate, and bills are mailed in the spring for county and municipal tax and in the summer for school district tax. This tax may or may not be paid through your mortgage company. Your municipality has a locally elected real estate tax collector who will collect this tax.

Earned Income Tax – levied by the municipality and school district where you reside. It is a tax on gross wages and net profits. Tax rates are 1% or higher depending on the school district where you live, and the tax is shared between the municipality and school district. If you work within Pennsylvania your employer is required to withhold the tax and remit it to the collector where the employer is located. The York Adams Tax Bureau collects the tax for most of York and all of Adams Counties. If you are self-employed or work out-of-state, you are required to make estimated quarterly payments of the tax due. An annual Individual Earned Income Tax Return must be filed with the YATB by April 15 following the end of the tax year. A return must be filed even if you had no earned income. Only permanently retired or disabled individuals are exempt from filing.

Local Services Tax – levied by some municipalities where you work. It is an occupational privilege tax of a maximum of \$52.00 per year, withheld by your employer at no more than \$1.00 per week. YATB is the LST collector for certain municipalities in York and Adams Counties. In other cases, the locally elected tax collector has been appointed to collect the tax. Low income exemptions may apply.

Per Capita Tax – This is an annual head tax of \$5.00 or \$10.00 levied by some municipalities and school districts. It is collected by your locally elected tax collector. YATB collects **delinquent** per capita tax for some municipalities and school districts in York and Adams Counties.

Other Taxes – Depending on where you live, you may also pay a street light tax, a fire hydrant tax, an occupational assessment tax or some other special taxes. Check with your municipal office regarding these taxes.

The York Adams Tax Bureau is the appointed collector of Earned Income Tax (EIT) for the following school districts:

Adams County:

Bermudian Springs School District
Conewago Valley School District
Fairfield Area School District

Gettysburg Area School District
Littlestown Area School District
Upper Adams School District

York County:

Central York School District
Dallastown Area School District
Dover Area School District
Eastern York School District
Hanover Public School District
Northern York School District
Northeastern School District
Red Lion Area School District

South Eastern School District
South Western School District
Southern York Co. School District
Spring Grove Area School District
West York Area School District
School District of the City of York
York Suburban School District

Individual Annual Earned Income Tax forms and payments may be filed online at www.palite.org. Additional forms and information may be found at www.yatb.com.

All residents of the above districts who are not permanently retired or disabled must file an earned income tax return with the York Adams Tax Bureau by April 15 of each year, even if they had no earned income. Earned income tax (EIT) is a tax on gross wages and net profits and is levied by the municipality and school district where you reside.

Individuals who are self-employed or whose employers do not withhold the tax are required to make estimated quarterly payments of the tax due. (Due dates: April 30, July 30, Oct. 30 and Jan. 30.) Quarterly return forms may be found at www.yatb.com.

Questions? In York County please contact our Taxpayer Services Department at 717-845-1584, option 1, or by email at info@yatb.com. Adams County residents may call 717-334-4000.

NEW RESIDENT/CHANGE OF ADDRESS FORM

Name of Taxpayer A: _____

Taxpayer A Social Security Number: _____

Name of Taxpayer B: _____

Taxpayer B Social Security Number: _____

CURRENT ADDRESS INFO: **Date of Move:** _____

Street Address (must include house number): _____

_____ P.O. Box (if used): _____

City, State, Zip: _____ **Franklinton Borough**
670704

Phone: _____ Email: _____

FORMER ADDRESS INFO:

Street Address (must include house number): _____

_____ P.O. Box (if used): _____

City, State, Zip: _____

(Mail or fax the completed form to the address on the letterhead above.)