

Borough of Franklinton Occupancy Permit Application

Office Use Only 2018/5

Mail: PO Box 88 Location: 116 S. Baltimore St.

Franklinton PA 17323

Permit Number: _____

717-432-4047

Penalty for Violation \$50.00

Application for permit for occupancy of leased or rented property

Date Received	
Paid	
Check	

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 #)
_____	_____	_____
_____	_____	Franklinton PA 17323
_____	Apt. # _____	Floor if Applicable _____

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

Name/phone/email	Age	Mailing Address (DO NOT USE LEGAL ADDRESS)
_____	_____	_____
_____	_____	_____

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

5. Check who should be billed for the following services. Only 1 choice can be made
Choose Owner for Owner, Tenant for Tenant & Other for Property Management Co, etc.

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Account</td> <td style="width: 15%;">Owner</td> <td style="width: 15%;">Tenants</td> <td style="width: 15%;">Other</td> <td style="width: 40%;">Utilities Billed By:</td> </tr> <tr> <td>A. garbage</td> <td></td> <td></td> <td></td> <td>Franklinton Borough</td> </tr> <tr> <td>B. Sewer</td> <td style="text-align: center;">X</td> <td style="text-align: center;">N/A</td> <td style="text-align: center;">N/A</td> <td>**Dillsburg Area Authority only bills property owners.</td> </tr> <tr> <td>C. Water</td> <td></td> <td></td> <td></td> <td>Franklinton Borough Municipal Authority (a \$25.00 account transfer fee)</td> </tr> </table>	Account	Owner	Tenants	Other	Utilities Billed By:	A. garbage				Franklinton Borough	B. Sewer	X	N/A	N/A	**Dillsburg Area Authority only bills property owners.	C. Water				Franklinton Borough Municipal Authority (a \$25.00 account transfer fee)	6	Smoke detector:	yes	no
	Account	Owner	Tenants	Other	Utilities Billed By:																			
	A. garbage				Franklinton Borough																			
B. Sewer	X	N/A	N/A	**Dillsburg Area Authority only bills property owners.																				
C. Water				Franklinton Borough Municipal Authority (a \$25.00 account transfer fee)																				
		present																						
		Date last tested																						

I hereby certify the information given is true and correct to the best of my information, knowledge, and belief.

I understand that this permit is not transferrable. If the ownership of the property changes a new Permit is required.

This permit is only valid until the tenant or property owner changes.

I Understand that the property owner is ultimately responsible for all bills for the property. If Tenant or Other is chosen the bills will be sent as requested. The owner will not be notified of late bills until the due date is past. All late fees will apply and be enforced.

Property Managers's Name/Address/Email/Phone:

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