



RESIDENTIAL RENTAL LICENSING APPLICATION

Please print or type all information. Application WILL NOT be processed if it is not completed entirely.

SECTION 1: Property Information

Address of Property: _____

SECTION 2: Rental Classification/Use Group Information. Please indicate the present occupancy type/use group. (If the building is mixed use, mark all of the appropriate classification/use groups).

1. ___ One Family Dwelling
2. ___ Two Family Dwelling
3. ___ Apartment/Condominium Building # of Units _____
4. ___ Other

Is this a first-time rental license (if Yes continue to questions in this section) ___ Yes ___ No

Was this a conversion into a rental? ___ Yes ___ No

If so, was a rezoning permit done prior to occupancy? ___ Yes ___ No

SECTION 3: Owner Information

Name(s): _____

Address: _____

City: _____ State: _____ ZipCode _____

Phone: _____ E-mail: _____

SECTION 4: Property Manager (If Applicable)

If the property owner is a corporate entity or is not a resident of New Cumberland Borough and/or does not reside within a 30-mile radius of the Borough, the owner must identify the person or entity serving as a Property Manager or the local contact person/entity.

Name: _____ Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

SECTION 5: Is the owner a Corporation or LLP? ____ Yes ____ No

If NO, proceed to Section 6 If yes, provide the following information

Name(s): _____

Address: _____

City: _____ State _____ Zip Code: _____

Chief Operating Officer(s): _____

Phone: _____ E-mail: _____

SECTION 6: Change of Tenant/Rental Information (Must be completed for all tenants)

(please make additional copies of this page for each rental unit that you are registering and fill out sections 6 & 7)

Tenant Name(s): _____ Unit #: _____

Tenant Name(s): _____ Unit #: _____

Tenant Name(s): _____ Unit #: _____

Tenant Name(s): _____ Unit #: _____

Tenant Name(s): _____ Unit #: _____

Section 7: Apartment Information

Unit Specifications:

_____ Living Room _____ Dining Room _____ Kitchen

_____ Bathrooms (How Many?) _____ Bedrooms (How Many?)

Additional Accessible Space (Please circle one): Yes or No

If yes, please specify _____

(examples: porch, laundry room, attic, basement, etc.)

If a Rooming or Boarding House: Total number of rooms _____ Total number of bathrooms _____

Is cooking permitted on the premises? Yes or No

Application is hereby made to the Borough of New Cumberland for approval to occupy the aforementioned location for the use as a Residential Rental Unit. I agree to comply with all of the Ordinances and Codes of the Borough and the Commonwealth of Pennsylvania. I will not occupy or allow occupancy of any land, structure or building other than for the uses stated and by the persons listed. If there is a change to the occupants of the property a notice of change in tenants must be provided. Failure to provide updated tenant information to the Borough is a violation of Borough Ordinance.

The owner, operator, responsible agent or manager of each Residential Rental Unit is responsible for ensuring compliance with Ordinance #689 (Residential Rental Dwelling Unit), to include, but not limited to, paying the license/registration fee, ensuring Tri-Annual inspections are completed.

Rental/Dwelling License Fees

The residential rental inspection fee is \$75.00 per rental unit. A separate fee is required for each residential rental property that you own and require inspection. The ordinance(s) also states that if the owner does not pay the inspection fee a rental permit will not be issued. Without a rental permit you will not be able to rent out your rental unit(s). Continuing to do so will subject you to the enforcement provisions of the ordinance, which includes fines.

By signing this application, I certify that all facts in the application and all accompanying documentation are true and correct.

- Tri-annual inspection fee: \$75.00
- Re-inspection fee: \$25.00
- Certificates of Compliance when Issued other than as part of a tri-annual inspection: \$75.00

Owner or Operator's Name

Owner or Operator's Signature

Date

(FORM TO BE USED BY INSPECTOR)
Borough of New Cumberland Residential/Dwelling Inspection Checklist

Application Complete: (Yes / No) Permit Fee: _____ Form of Payment (Cash / Check)

Date of Inspection _____ Owner/Representative Present _____

Address of property to be inspected _____

Inspection

- **Electrical:** _____

Electrical standards: Electric service available; properly installed and maintained as not to create a hazard as determined by the CEO.

- **Doors/Windows** _____

All doors must open from the inside without the use of key or special knowledge or effort.

- **Interior Stairs/Rail** _____

Handrails and guardrails shall be on all stairs exceeding three steps. Such handrails and guardrails shall be firmly fastened.

- **Ceilings/Floors:** _____

Exterior and interior of the building: Structures and equipment must be properly maintained, i.e., foundation, beams and joists, wall finishes, floor membranes, roof, windows, gutters, downspouts, etc

- **Kitchen:** _____

Sink with hot/cold running water; stove in safe working condition; floor in good repair

- **Smoke Detectors:** _____

Smoke detectors in operating order on every floor, including the basement and walk-up attics, with stairs. Smoke detectors shall be installed in each room used for sleeping purposes and on the ceiling or wall within five feet of each room used for sleeping purposes, in the hall used to access said rooms.

- **Bathroom:** _____

All plumbing fixtures maintained in working order free from obstructions; leaks and defects; approved sewage disposal system; an openable window or operable ventilation system available.

Every Dwelling Unit shall contain its own bathtub or shower, lavatory and water closet

- **Required means of Egress** _____

All doors must open from the inside without the use of key or special knowledge or effort. Third floor units shall have two means of egress.

• **Exterior Stairs/Handrails:** _____

Handrails and guardrails shall be on all stairs exceeding three steps. Such handrails and guardrails shall be firmly fastened.

• **Cooking Range:** _____

• **Heater/Water Heater:** _____

Thermal standards: Heating facilities properly installed and capable of heating all habitable rooms, including bathrooms, and maintaining a reasonable room temperature. Kerosene or portable propane heaters are not permitted.

The Owner of a Dwelling Unit with a fossil fuel-burning heater or appliance, fireplace or an attached garage must ensure that operational and approved carbon monoxide alarms are located within five feet of the bedrooms and the heater or fireplace.

• **Chimney:** _____

• **Carbon Monoxide Detector**_____

The Owner of a Dwelling Unit with a fossil fuel-burning heater or appliance, fireplace or an attached garage must ensure that operational and approved carbon monoxide alarms are located within five feet of the bedrooms and the heater or fireplace

• **Foundation:** _____

Exterior and interior of the building: Structures and equipment must be properly maintained, i.e., foundation, beams and joists.

• **House number:** _____

The Property address must be posted outside and be clearly visible by emergency personnel and shall contrast with the background and be Arabic numerals or alphabet letters a minimum of four inches in height and five inches in width.

• **Gutters & Downspouts**_____

Gutters, downspouts must be properly maintained

• **Garage/Outbuildings**_____

Exterior and interior of the building: Structures and equipment must be properly maintained, i.e., foundation, beams and joists, wall finishes, floor membranes, roof, windows, gutters, downspouts, etc.

• **Fire Extinguishers:** _____

Common halls in multiple unit buildings shall be lit and have a smoke detector and an approved fire extinguisher.

- **Yard:** _____

Grass height, weeds must meet New Cumberland Borough Property Maintenance Ordinance #662 Section 720, as amended.

- **Exterior:** _____ Examples:

Exterior paint not flaking or chipping, siding attached and secure, masonry joints in good condition, porches, awnings maintained

This list includes standard items required for every inspection. The inspector is required to note all relevant Code violations, any and all of which may require correction before a Certificate of Compliance may be issued.

Must be completed by each tenant and new resident

**Borough of New Cumberland
Earned Income Tax (EIT) Registration Form**

Name: _____

Spouse's Name: _____

Borough Address: _____ Date of Residency: _____

Please list previous address and resident school district:

Address: _____ City _____ State _____ Zip: _____

School District: _____

Your Employer: _____

Working Jurisdiction (Twp/Boro/City) _____

Spouse's Employer _____

Working Jurisdiction (Twp/Boro/City) _____

Is Earned Income Tax withheld from your Pay? _____ From Spouse's Pay?

Are you self-employed? _____ Spouse? _____

If you have no earned income, please record the reason why: retired/homemaker/temporarily unemployed/disabled/student/minor (please state age)/other (please specify)

You: _____ Spouse _____

Your Signature: _____ Date: _____

Please return form to:
Borough of New Cumberland
1120 Market St
New Cumberland, Pa 17070
Earned Income Tax Information for

Residents of the Borough of New Cumberland

In Pennsylvania, the General Assembly has empowered political subdivisions of the Commonwealth, at the local level, to levy, assess, and collect certain types of taxes for general revenue purposes. The authority for levying these non-realty taxes was granted to local school districts and municipalities in 1965 through the passage of the Local Tax Enabling Act (LTEA), commonly referred to as ‘Act 511’. The rate of Earned Income Tax (EIT) for the Borough of New Cumberland is (1.45%) and is levied on gross wages and/or net profits from a business or profession. The Borough and school district share EIT revenue with 0.95% allocated to the school district and the remaining 0.45% allocated to the Borough.

Cumberland Co Tax Bureau is the appointed earned income tax administrator for the Borough. As the appointed earned income tax administrator Cumberland Co Tax Bureau is charged with the duty of collecting the Borough’s EIT taxes. This includes collecting the tax, establishing rules to fairly enforce such tax and creating accurate tax and accounts for each taxpayer.

All residents must complete this form, regardless of your employment status (unemployed, retired, college student, military personnel, or homemaker). If you have recently moved, please give your current and former address.

Most resident taxpayers will have this tax deducted by their employers. Although, if you work in a jurisdiction where it is not withheld, or you are self-employed, you will have to pay the tax directly to Cumberland Co Tax Bureau. Your completed registration form will be forwarded to Cumberland Co Tax Bureau, who will create an accurate tax account reflecting your current reporting status and send you the necessary forms.

We appreciate your cooperation in completing the registration form. If you have any additional questions, you may contact Cumberland Co Tax Bureau at 717-590-7997.