



SHORT-TERM RENTAL LICENSING APPLICATION

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

Short – Term rentals of all types must first be approved as a Conditional Use by Borough Council

SECTION 1: Property Information / Zoned District located.

R-1 _____ **R-2** _____ **Mixed – Use** _____

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).

Is this a Principal Use _____ **or an Accessory Use** _____

Principal Use (primary or predominant use of the structure)

Accessory Use (subordinate to the principal use of the property)

1. ____ One Family Dwelling
2. ____ Two Family Dwelling
3. ____ 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: _____ Zip Code: _____

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: Number of allowable renters per Zoning Ordinance #717 Article 5, Section 553, subsection (c). _____

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.)

Application is hereby made to the Borough of New Cumberland for approval to occupy the aforementioned location for use as a Short-term 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 number of allowable renters listed.

The owner, operator, responsible agent or manager of each Short-term 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 Short-term 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