

***BOROUGH  
OF  
HUNTINGDON***



***CODE ENFORCEMENT  
OFFICE***

**RESIDENTIAL RENTAL UNIT  
APPLICATION PACKET**

**Borough of Huntingdon  
Code Enforcement Office**  
530 Washington Street  
P.O. Box 592  
Huntingdon, PA 16652-0592  
Phone: (814) 643-3966 ext. 132 Fax: (814) 643-2644  
Email: [jmorris@huntingdonboro.com](mailto:jmorris@huntingdonboro.com)  
Web: <https://huntingdonboro.com>

### **Applying for and/or Retaining a Residential Rental Unit License**

Huntingdon Borough Council approved Ordinance #956 (can be viewed on our website) known as the "Residential Rental Unit" in order to protect and promote public health, safety and welfare of its citizens and residents, and to establish rights and obligations of owners and tenants pertaining to the rental of residential housing units in the Borough of Huntingdon.

Effective January 1, 2020, as a prerequisite to entering into a rental agreement or permitting the occupancy of any rental unit, the owner of every such residential rental unit shall be required to apply for and obtain a license for each residential rental unit. Rental application packets will be accepted (no earlier than November 15<sup>th</sup>) of every year to ensure rental license(s) are issued within the established timeframe. A Residential Rental Unit license will be valid from January 1<sup>st</sup> through December 31<sup>st</sup> of each year.

A Residential Rental Unit application can be obtained at the Borough office or on our website <https://www.huntingdonboro.com>. Once on our website, click on the tab "Residents" then go to "Residential Rental Units". Completed forms can be mailed, scanned/emailed to [jmorris@huntingdonboro.com](mailto:jmorris@huntingdonboro.com), faxed to (814) 643-2644 (attention Code Enforcement Office), or dropped off in person at the Borough Office during normal working hours.

You can also complete an online application until December 31, 2020. There is a convenience fee for this option, which is base on your total fee. Go to <https://huntingdon.portal.iworq.net/portalhome/huntingdon>

The owner of every residential rental property in the Borough must notify the Code Enforcement Officer of any changes in ownership and/or management of your rental property.

The license shall be assignable and transferable, upon notice given to the Borough Code Enforcement Officer and appropriate payment of the assignment/transfer fee.

As part of the license requirement, all owners of any parcels of real estate containing residential rental units shall permit access of the property to the Code Enforcement Officer in order to complete all inspections necessary to determine compliance with the ordinance and any other applicable ordinances of the Borough of Huntingdon. Refusal to allow entry of the residential rental unit by the Code Enforcement Officer to inspect the said unit shall be considered a violation of the ordinance.

Any owner(s) residing more than fifty (50) miles from Huntingdon Borough, must identify a

local contact. The local contact can be any person, entity or business residing within thirty-five (35) miles of Huntingdon Borough and can be contacted by the Code Enforcement Officer or other Huntingdon Borough officials regarding the inspection or condition of the residential rental unit. The local contact must possess a set of keys for the residential rental unit(s) and must have the authority to provide access to the Code Enforcement Officer to inspect the residential rental unit(s) on behalf of the owner.

In conformance with Borough Code, and as a license requirement, every owner of a residential rental unit must register each rental unit in accordance with the Borough Rental Property Registration Code; Chapter 11, Part 1 (11-101, 11-102, 11-103, & 11-104).

The following events shall cause an inspection to be scheduled by the Code Enforcement Officer:

- A written or verbal complaint from a tenant of a residential rental unit.
- A written or verbal request from an owner of a residential rental unit.
- The sale, transfer or conveyance of the residential rental unit by the owner to a third party.
- The submission of a new application for a Residential Unit Rental license after January 1, 2020 (this provision does not apply to owners who are renewing a license, only to owners who did not previously apply for, or obtain, a license for the residential rental unit prior to January 1, 2020).
- The Code Enforcement Officer has reason to believe that a residential rental unit is in violation of an ordinance.
- At any time after January 1, 2021, Huntingdon Borough Council reserves the right to pass a resolution which directs the Code Enforcement Officer to conduct regular periodic inspections of all residential rental units. The regular periodic inspections shall occur no more than one (1) time every three (3) years per residential rental unit and the owner may be charged an inspection fee as determined by Huntingdon Borough Council.

The advance notice requirements for inspections, as set forth above, shall not apply under the following circumstances:

- When the Code Enforcement Officer has reason to believe that an imminent threat to public health and safety may exist.
- If the Code Enforcement Officer is invited on the premises by a tenant.
- Where the Code Enforcement Officer has obtained an administrative search warrant.

The scope of inspections shall determine whether the mechanicals, electrical system, heating system, water system, interior and exterior of the residential rental unit are in a safe, habitable and properly maintained condition for a living space. The scope of inspections **is not** to determine whether the residential rental unit would comply with the Uniform Construction Code if the unit was constructed on the date of inspection. The scope of inspections shall be based on the current Federal Housing Quality Standards for Section 8 Housing. The scope of inspections shall include, but not necessarily limited to, the following:

- Life and safety (including Property Maintenance Code and Fire Code compliance, as

such may be amended and revised from time to time) and relating to:

- Electrical panel box (verification of acceptable panel box)
- Wood-fuel burning appliances
- Hot water heater safety
- Smoke detectors
- Outlets, including random sampling of outlets for polarity and proper grounding and GFCI outlets within four feet of a water source, as applicable
- The condition of the interior, including holes in walls, holes in flooring or weakness of flooring
- Condition of the exterior
- House number on the premises
- Unit number displayed on unit entrance doors
- Broken windows or doors
- Entranceway(s) to include porches
- Removal of rubbish/garbage

There shall be a fee for any no-show by an owner and/or their representative failing to appear at a scheduled inspection.

If you are requesting for "Excluded Property", you must complete the "Excluded Property" section of the application. Once all information and supporting documentation are received, a review will be conducted to determine if you meet the criteria and you will be notified of the outcome. The criteria for Excluded Properties are as follows:

- Owner-Occupied Dwelling Unit – Must be the owner's primary residence and not more than two unrelated individuals occupying the dwelling unit and proof of residency. The owner only needs to submit one (1) acceptable proof of residency. Acceptable documents: a valid copy of your PA Driver's License, PA License to Carry Firearms, PA Non-Driver's License Photo ID, Passport, or most recent Tax Records (state or federal).
- Related-Occupied Dwelling Units – Must be the property owner's immediate family relative(s) (children, parents, spouse, partner and/or siblings). The owner only needs to submit one (1) acceptable proof of relationship. Acceptable documents: Birth Certificate(s), Adoption or Court Orders documentation, most recent Tax Records (state or federal), or other acceptable documentation as determined by the Borough of Huntingdon. For proof of siblings, a copy of the owner's Birth Certificate and a copy of the sibling(s) Birth Certificate are required.
- Hotels, Motels, Hospitals – A one-time application is required. Do not include tenant/guest/patient name(s).
- Nursing Homes – Tenant name(s) are not required.
- Federally Subsidized Housing maintained by the Huntingdon County Housing Authority – Verification by Huntingdon County Housing Authority will be conducted.
- Group Homes or Abuse Shelters that are subject to inspection and licensing by the United States of America or an agency thereof or the Commonwealth of Pennsylvania or an agency thereof, and where such inspection and licensing requirements of the residential rental units has been determined by the Borough of Huntingdon to be equal to or greater than those required herein – Must submit a

copy of the third-party inspection report. Tenant name(s) are not required.

- Residential Rental Unit that are subject to inspection and licensing by the United States of America or an agency thereof or the Commonwealth of Pennsylvania or an agency thereof, and where such inspection and licensing requirements of the residential rental units has been determined by the Borough of Huntingdon to be equal to or greater than those required herein – Must submit a copy of the third-party inspection report.

It shall be unlawful for any person, as either owner or manager of a residential rental unit for which a license is required, to operate such without a valid, current license issued by the Borough of Huntingdon authorizing such operation. Any Owner/Landlord of a residential rental unit violating this ordinance shall upon conviction thereof be sentenced to pay a fine of \$500 for each and every offense. Each day of the said violation for each unlicensed rental unit shall be a separate offense.

## **DESCRIPTION OF RESIDENTIAL RENTAL UNIT(S)**

### **Type of Licenses and Fees:**

#### **Dwelling Types**

- House (Single-Family Detached Dwelling) - One dwelling unit in one building accommodating only one-family and having open yard areas.
- Mobile Home - A transportable single-family detached dwelling intended for permanent occupancy that is contained in one unit, which arrives at a site complete and ready for occupancy that is placed on a foundation.
- Semi-Detached Dwelling Unit - A one-family dwelling unit accommodating one-family that is attached to a second one-family dwelling unit by a common vertical wall with separate basements (the dwelling units are side by side arrangement).
- Duplex Dwelling Unit - A building that includes two apartment dwellings (the apartments are an up and down arrangement).
- Apartments/Multi-Family - Three or more units within a building that does not meet the definition of a single-family detached dwelling, semi-detached dwelling, or townhouse/row-house. If a building only includes two apartments, it shall be considered a semi-detached or duplex.
- Townhouse/Row-House - One dwelling unit that is attached to two or more dwelling units, and with each dwelling unit being completely separated from and attached to each other by unpierced vertical fire resistant walls. Each dwelling unit shall have its own outside access.
- Dormitory - A building used as living quarters for the exclusive use of bona fide full-time faculty or students of an accredited college or university or primary or secondary school, and which is owned by and on the same lot as such college, university or school.

#### **Annual License Fee:**

- House - \$25.00
- Mobile Home - \$20.00
- Semi-Detached & Duplex - \$20.00 per unit within each building
- Apartment, Townhouse/Row-House, Multi-Family - \$15.00 per unit within each building
- Dormitory - \$50.00 per building

#### **Assignment and Transfer Fee:**

- House
  - \$25.00 per building from January 1<sup>st</sup> to June 30<sup>th</sup>
  - \$12.50 per building from July 1<sup>st</sup> to December 31<sup>st</sup>
- Mobile Home
  - \$20.00 per unit from January 1<sup>st</sup> to June 30<sup>th</sup>
  - \$10.00 per unit from July 1<sup>st</sup> to December 31<sup>st</sup>
- Semi-Detached & Duplex
  - \$20.00 per unit within each building from January 1<sup>st</sup> to June 30<sup>th</sup>
  - \$10.00 per unit within each building from July 1<sup>st</sup> to December 31<sup>st</sup>
- Apartment, Townhouse/Row-House, Multi-Family
  - \$15.00 per unit within each building from January 1<sup>st</sup> to June 30<sup>th</sup>
  - \$7.50 per unit within each building from July 1<sup>st</sup> to December 31<sup>st</sup>
- Dormitory
  - \$50.00 per building from January 1<sup>st</sup> to June 30<sup>th</sup>
  - \$25.00 per building from July 1<sup>st</sup> to December 31<sup>st</sup>

#### **Inspection No-Show Fee:**

- \$50.00 - If the homeowner and/or local contact person fails to be present within ten-minutes after the start time of the scheduled inspection.

# RESIDENTIAL RENTAL UNIT APPLICATION

BOROUGH OF HUNTINGDON

Code Enforcement Office

530 Washington Street, PO Box 592

Huntingdon, Pennsylvania 16652-0592

Phone: (814) 643-3966 ext. 132 Fax: (814) 643-2644

Email: jmorris@huntingdonboro.com

All information must be provided.

Any incomplete application will be rejected and returned to the applicant.

A separate application is required for each rental building with a different parcel number.

☐ New Rental License

☐ Change of Ownership

Date of Application: \_\_\_\_\_

Date (Converted to a Rental): \_\_\_\_\_

Rental Property Address: \_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Address of Owner(s) (Street, City, State, Zip Code): \_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ / \_\_\_\_\_

**Note:** A residential rental unit license will only be issued if all property maintenance & zoning codes/regulations are followed, water & sewer fees are paid up-to-date, and any outstanding fines/citations are satisfied. The license(s) is the property of the Borough of Huntingdon and can be revoked and/or suspended at any time for any violation of code(s) and/or zoning regulations. The granting of a rental unit license authorizes the Code Enforcement Officer to enter the premises to assure the health, safety, and welfare of the occupant(s) is not compromised. Failure to obtain a current residential rental unit license will result in legal action being filed against the owner.

I verify that the information provided in this application is true and correct to the best of my knowledge. I understand that false information made herein is subject to the penalties of (18PA.C.S. #4909) relating to unsworn falsification of authorities.

Signature of Owner(s): \_\_\_\_\_ / \_\_\_\_\_



- ❖ Submit one (1) application per building - Example: House or Mobile Home = 1 application for 1 license / Semi-Detached or Duplex = 1 application for 2 licenses / Apartments = 1 application for, if there are 4 apartments, then you will receive 4 licenses, or as many apartments within the building.
- ❖ If you're requesting for an Excluded property, you must complete the Excluded section.
- ❖ If required to have a Local Contact person, you must complete the Local Contact section.

☐ House - \$25.00 per Unit (Annual)

- Are you applying for "Excluded" property: Yes or No (If yes, complete Excluded section)
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_
- Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

☐ Mobile Home - \$20.00 per Unit (Annual)

- Are you applying for "Excluded" property: Yes or No (If yes, complete Excluded section)
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_
- Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

☐ Semi-Detached (side by side) ☐ Duplex (up and down) - \$20.00 per Unit (Annual)

- Number of Units (Don't include Excluded): \_\_\_\_\_ Fee (annual fee X number of units): \_\_\_\_\_
- Are you applying for "Excluded" property: Yes or No (If yes, complete Excluded section)
- Number of Excluded Units: \_\_\_\_\_
- Individual Unit #: \_\_\_\_\_
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_
- Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Individual Unit #: \_\_\_\_\_
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_
- Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

☐ Apartment ☐ Townhouse/Row-House ☐ Multi-Family - \$15.00 per Unit (Annual)

- Number of Units (Don't include Excluded): \_\_\_\_\_ Fee (annual fee X number of units): \_\_\_\_\_
- Are you applying for "Excluded" property: Yes or No (If yes, complete Excluded section)
- Number of Excluded Units: \_\_\_\_\_
- Individual Apartment or Townhouse #: \_\_\_\_\_
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_
- Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Individual Apartment or Townhouse #: \_\_\_\_\_
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_
- Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Individual Apartment or Townhouse #: \_\_\_\_\_
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_
- Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_



- Individual Apartment or Townhouse #: \_\_\_\_\_
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_  
Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Individual Apartment or Townhouse #: \_\_\_\_\_
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_  
Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Individual Apartment or Townhouse #: \_\_\_\_\_
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_  
Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

☐ Dormitory - \$50.00 per Building (Annual)

- Total Number of Units within the Building: \_\_\_\_\_
- Attach a Roster Identifying all Tenants Housed in each Room

Fire Insurance: Name of Insurance \_\_\_\_\_ Account # \_\_\_\_\_

Mortgage/Lien Holder: Name of Holder \_\_\_\_\_ Account # \_\_\_\_\_

Do you provide off-street parking: Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, how many spaces: \_\_\_\_\_

Do you provide weekly trash collection: Yes \_\_\_\_\_ No \_\_\_\_\_ If no, explain: \_\_\_\_\_

List the name of the trash hauler: \_\_\_\_\_

*Note: Before a license can be issued, you must have weekly trash collection by a commercial trash hauler.*

\*\*\*\*\* **COMPLETE THIS SECTION IF A LOCAL CONTACT IS REQUIRED** \*\*\*\*\*

**DESIGNATION OF LOCAL CONTACT:** Owner(s) residing more than fifty (50) miles from Huntingdon Borough must provide a Local Contact in the Application. The Local Contact can be any person, entity or business residing within thirty-five (35) miles of Huntingdon Borough who can be contacted by the Code Enforcement Officer or other Huntingdon Borough officials regarding the inspection or condition of the residential rental unit. The Local Contact must possess a set of keys for the residential rental unit(s) and must have the authority to provide access to the Code Enforcement Officer to inspect the residential rental unit(s) on behalf of Owner.

Name of Local Contact: \_\_\_\_\_

Address of Local Contact (Street, City, State, Zip Code): \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ / \_\_\_\_\_

Signature of Local Contact: \_\_\_\_\_

\*\*\*\*\* **COMPLETE THIS SECTION IF APPLYING FOR EXCLUDED PROPERTY** \*\*\*\*\*

**EXCLUDED PROPERTIES** – The Residential Rental Unit Ordinance “excludes” specific property owner’s from paying an annual license fee. This does not waive any inspection(s) and/or violation of code(s) and/or zoning regulations

- ☐ Owner-Occupied Dwelling Unit – Must be the Owner's primary residence and not more than two unrelated individuals occupying the dwelling unit and proof of residency. The Owner only needs to submit one (1) acceptable proof of residency. Acceptable documents: a valid copy of your PA Driver's License, PA License to Carry Firearms, PA Non-Driver's License Photo ID, Passport, or most recent Tax Records (state or federal).
- ☐ Related-Occupied Dwelling Units – Must be the property owner's immediate family relative(s) (children, parents, spouse, partner and/or siblings). The owner only needs to submit one (1) acceptable proof of relationship. Acceptable documents: Birth Certificate(s), Adoption or Court Orders documentation, most recent Tax Records (state or federal), or other acceptable documentation as determined by the Borough of Huntingdon. For proof of siblings, a copy of the owner's Birth Certificate and a copy of the sibling(s) Birth Certificate are required.
- ☐ Hotels, Motels, Hospitals – A one-time application is required. Do not include tenant/guest/patient name(s).
- ☐ Nursing Homes - Tenant name(s) are not required.
- ☐ Federally Subsidized Housing maintained by the Huntingdon County Housing Authority – Verification by Huntingdon County Housing Authority will be conducted.
- ☐ Group Homes or Abuse Shelters that are subject to inspection and licensing by the United States of America or an agency thereof or the Commonwealth of Pennsylvania or an agency thereof – Must submit a copy of the third-party inspection report. Tenant name(s) are not required.
- ☐ Residential Rental Unit that are subject to inspection and licensing by the United States of America or an agency thereof or the Commonwealth of Pennsylvania or an agency thereof – Must submit a copy of the third-party inspection report.

**DO NOT WRITE BELOW THIS LINE**

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Water/Sewer Paid: Yes / No \_\_\_\_\_  
Any Outstanding Notice(s) of Code Violation(s): Yes / No \_\_\_\_\_  
Any Unpaid Fines and/or Citations: Yes / No \_\_\_\_\_  
Inspection Scheduled: Yes / No \_\_\_\_\_  
License(s) Issued: Yes / No \_\_\_\_\_  
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RESIDENTIAL RENTAL UNIT APPLICATION**  
**BOROUGH OF HUNTINGDON**  
Code Enforcement Office  
530 Washington Street, PO Box 592  
Huntingdon, Pennsylvania 16652-0592  
Phone: (814) 643-3966 ext. 132 Fax: (814) 643-2644  
Email: jmorris@huntingdonboro.com

All information must be provided.

Any incomplete application will be rejected and returned to the applicant.

A separate application is required for each rental building with a different parcel number.

## Renewal License

Date of Application: \_\_\_\_\_

Rental Property Address: \_\_\_\_\_  
\_\_\_\_\_

Name of Owner(s): \_\_\_\_\_

Address of Owner(s) (Street, City, State, Zip Code): \_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ / \_\_\_\_\_

**Note:** A residential rental unit license will only be issued if all property maintenance & zoning codes/regulations are followed, water & sewer fees are paid up-to-date, and any outstanding fines/citations are satisfied. The license(s) is the property of the Borough of Huntingdon and can be revoked and/or suspended at any time for any violation of code(s) and/or zoning regulations. The granting of a rental unit license authorizes the Code Enforcement Officer to enter the premises to assure the health, safety, and welfare of the occupant(s) is not compromised. Failure to obtain a current residential rental unit license will result in legal action being filed against the owner.

**I verify that the information provided in this application is true and correct to the best of my knowledge. I understand that false information made herein is subject to the penalties of (18PA.C.S. #4909) relating to unsworn falsification of authorities.**

**Signature of Owner(s):** \_\_\_\_\_ / \_\_\_\_\_

☐ House - \$25.00 per Unit (Annual)

- Are you applying for "Excluded" property: Yes or No (If yes, complete Excluded section)
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_
- Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

☐ Mobile Home - \$20.00 per Unit (Annual)

- Are you applying for "Excluded" property: Yes or No (If yes, complete Excluded section)
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_
- Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

☐ Semi-Detached (side by side) ☐ Duplex (up and down) - \$20.00 per Unit (Annual)

- Number of Units (Don't include Excluded): \_\_\_\_\_ Fee (annual fee X number of units): \_\_\_\_\_
- Are you applying for "Excluded" property: Yes or No (If yes, complete Excluded section)
- Number of Excluded Units: \_\_\_\_\_
- Individual Unit #: \_\_\_\_\_
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_  
Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Individual Unit #: \_\_\_\_\_  
Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_  
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\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

☐ Apartment ☐ Townhouse/Row-House ☐ Multi-Family - \$15.00 per Unit (Annual)

- Number of Units (Don't include Excluded): \_\_\_\_\_ Fee (annual fee X number of units): \_\_\_\_\_
- Are you applying for "Excluded" property: Yes or No (If yes, complete Excluded section)
- Number of Excluded Units: \_\_\_\_\_
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\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

- \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 ➤ Individual Apartment or Townhouse #: \_\_\_\_\_  
 ➤ Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_  
 Name of Tenant(s) (age 18 or older): \_\_\_\_\_/\_\_\_\_\_  
 \_\_\_\_\_/\_\_\_\_\_  
 (Additional Units / Apartments / Townhouse can be added on page #4)

- ☐ Dormitory - \$50.00 per Building (Annual)  
 ➤ Total Number of Units within the Building: \_\_\_\_\_  
 ➤ Attach a Roster Identifying all Tenants Housed in each Room

\*\*\*\*\* **COMPLETE THIS SECTION IF APPLYING FOR EXCLUDED PROPERTY** \*\*\*\*\*

**EXCLUDED PROPERTY** – The Residential Rental Unit Ordinance “excludes” specific property owner’s from paying an annual license fee. This does not waive any inspection(s) and/or violation of code(s) and/or zoning regulations

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- ☐ Group Homes or Abuse Shelters that are subject to inspection and licensing by the United States of America or an agency thereof or the Commonwealth of Pennsylvania or an agency thereof – Must submit a copy of the third-party inspection report. Tenant name(s) are not required.
- ☐ Residential Rental Unit that are subject to inspection and licensing by the United States of America or an agency thereof or the Commonwealth of Pennsylvania or an agency thereof – Must submit a copy of the third-party inspection report.

# UPDATE ANY INFORMATION THAT CHANGED FROM LAST YEAR'S APPLICATION AND SUBMIT WITH THIS APPLICATION

Fire Insurance: Name of Insurance \_\_\_\_\_ Account # \_\_\_\_\_

Mortgage/Lien Holder: Name of Holder \_\_\_\_\_ Account # \_\_\_\_\_

Do you provide weekly trash collection: Yes \_\_\_\_\_ No \_\_\_\_\_ If no, explain: \_\_\_\_\_

List the name of the trash hauler: \_\_\_\_\_

*Note: You must have weekly trash collection by a commercial trash hauler.*

**DESIGNATION OF LOCAL CONTACT:** Owner(s) residing more than fifty (50) miles from Huntingdon Borough must provide a Local Contact in the Application. The Local Contact can be any person, entity or business residing within thirty-five (35) miles of Huntingdon Borough who can be contacted by the Code Enforcement Officer or other Huntingdon Borough officials regarding the inspection or condition of the residential rental unit. The Local Contact must possess a set of keys for the residential rental unit(s) and must have the authority to provide access to the Code Enforcement Officer to inspect the residential rental unit(s) on behalf of Owner.

Name of Local Contact: \_\_\_\_\_

Address of Local Contact (Street, City, State, Zip Code): \_\_\_\_\_

Email: \_\_\_\_\_ Telephone Number: \_\_\_\_\_ / \_\_\_\_\_

Signature of Local Contact: \_\_\_\_\_

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## ADD ADDITIONAL UNITS & TENANT INFORMATION IN THIS SECTION

- Individual Unit / Apartment / Townhouse #: \_\_\_\_\_
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_  
Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Individual Unit / Apartment / Townhouse #: \_\_\_\_\_
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_  
Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Individual Unit / Apartment / Townhouse #: \_\_\_\_\_
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_  
Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Revised 9/26/2020