

**RESIDENTIAL RENTAL UNIT APPLICATION**

BOROUGH OF HUNTINGDON

Code Enforcement Office

530 Washington Street, PO Box 592

Huntingdon, Pennsylvania 16652-0592

Phone: (814) 599-0269 Fax: (814) 643-2644

Email: [jmorris@huntingdonboro.com](mailto: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 #: \_\_\_\_\_     Check if this Unit is Excluded
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_  
Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Individual Unit #: \_\_\_\_\_     Check if this Unit is Excluded
- 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)
- Individual of Excluded Units: \_\_\_\_\_
- Individual Apartment or Townhouse #: \_\_\_\_\_     Check if this Unit is Excluded
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_  
Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Individual Apartment or Townhouse #: \_\_\_\_\_     Check if this Unit is Excluded
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_  
Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Individual Apartment or Townhouse #: \_\_\_\_\_     Check if this Unit is Excluded
- Total Number of Tenants: \_\_\_\_\_ Total Number of Unrelated Tenants: \_\_\_\_\_  
Name of Tenant(s) (age 18 or older): \_\_\_\_\_ / \_\_\_\_\_  
\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

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

## 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.