

## BOROUGH OF COLUMBIA

308 LOCUST STREET | PO BOX 509 | COLUMBIA, PA 17512

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### 2020-2021 RENTAL REGISTRATION APPLICATION INSTRUCTIONS & GENERAL INFORMATION

**DUE DATE: JUNE 30, 2020**

1. **Property Owners who own multiple rental properties must submit a Rental Registration Application and tenant list for EACH rental property.**

*This 2-page application must be reproduced. Do not submit multiple properties on one application.*

2. **Property Owners must submit complete tenant information for EACH rental property.** Include all contact information: daytime/evening phone numbers.
3. **Property Owners must submit the following to the Borough office:**
  - a. Completed Rental Registration Application for **each** property.
  - b. Completed tenant information for **each** property.
  - c. Administration fee **per** property (not per dwelling unit).

**Please note: All information requested must be completed or the registration will be returned and considered incomplete.**

4. **Property Owners must contract for trash and recycling service.** It is the Property Owner's responsibility to ensure all tenants comply with local trash and recycling laws.
  - a. **Recycling is MANDATORY.** Property Owners will distribute recycling requirement sheet to all tenants.
  - b. All trash bags **must** be placed in a trash container. If not in compliance, the Property Owner will receive a \$25.00 Quick Ticket.
5. **Check the expiration date on Certificate of Occupancy (COO).** A Borough inspection must be completed prior to expiration. Failure to maintain a valid COO will result in loss of rental license.
6. **Property Owners (or their Property Manager) must both notify the Borough of a rental unit vacancy and schedule an occupancy inspection prior to any change in occupancy of the rental unit.** A notification of new tenant information must be immediately reported to the Borough.
7. **Rental properties purchased throughout the year must be re-registered with updated information.**
8. **Lead Inspections are required.** Property Owners must have a lead safe certification within 60 days of a Certificate Of Occupancy Inspection.

**Failure to comply with the above Code/Ordinances will result in a \$500 Quick Ticket.**