

Property Location:

Owner of Record:

If corporate owner, please provide a
contact name:

Phone #

email:

Property Management Agent:

Phone #

Name and Address

(must be within 20 miles of city limit)

email:

The property owner is responsible to maintain proof of contract with a licensed trash collector/hauler for the removal of refuse and recycling from the property.

Floor/Unit

List Occupants (Adults):

Phone#:

IMPORTANT: IF MORE ROOM IS NEEDED, PLEASE CONTINUE ON BACK OF APPLICATION

PLEASE NOTE:

1. Every dwelling unit or rooming unit offered for rent in the City of Lebanon must be licensed.
2. A separate application and license is required for every parcel with rental units.
3. A \$25.00 penalty shall be levied every 60 days the fee remains unpaid after the billing date.
4. **Renewal of the license shall be delayed or denied if there is money owed to the City or outstanding violations of City Codes.**
5. Continued non-payment of rental license fees **and/or other money owed to the City and/or open violations** may result in the issuance of a notice of violation, notice to vacate and a summary citation(s).
6. All exterior property and premises of every structure shall be free from any accumulation of rubbish and garbage.
7. Garbage, rubbish and recycling materials must be kept in the appropriate approved containers.
8. Grass and weeds must not exceed 12 inches in height, anywhere on the property, including the sidewalk and curb line.
9. No inoperable, unlicensed or uninspected motor vehicle shall be on any premise for more than 5 days.
10. Snow and ice shall be removed from sidewalks within 24 hours after the cessation of a snowfall; pathway shall be 3' wide this includes curb cuts.
11. Smoke alarms and carbon monoxide detectors are required to be installed in compliance with Part 15 of the Code of Ordinances.
12. Any violation of the City ordinances may result in a ticket(s) **and/or reoccurrence invoice(s)** being issued to the property owner.
13. **Rental license revocation shall occur if violations of City codes present a threat to the safety of occupants or others. (E.g., Condemned due to unsafe/unfit conditions.) Fee to reinstate is \$100.**
14. City Code of Ordinances can be found on the city website www.lebanonpa.org

(PRINT APPLICANT NAME BELOW)

I, _____, certify that I have read and this application is correct and I apply for a license to operate the unit(s) listed above. Additionally, I certify that any vacant unit(s) comply with the regulations set forth in Article 1907 of Codified Ordinances of the City of Lebanon.

Date

Applicant's Signature

You will receive an invoice if any money is due.