

2012 RESIDENTIAL RENTAL HOUSING REGISTRATION FORM

**Borough of Carlisle
53 West South Street
Carlisle, Pa. 17013**

EVERY OWNER OF RENTAL HOUSING SHALL PROVIDE THE FOLLOWING INFORMATION TO THE CODES DEPARTMENT IN ORDER TO COMPLY WITH THE REGISTRATION REQUIRED BY CHAPTER 193 OF THE CODE OF THE BOROUGH OF CARLISLE.

Owner name, address where residing, telephone # and an emergency telephone #.

Name, address, telephone # and emergency telephone # of the designated agent, manager, or principal of the owner entity, as the case may be. Any owner residing over 25 miles from Cumberland County Courthouse must have this designee.

Property address, # of residential rental dwelling units and the specific address or assigned number for each residential rental dwelling unit.

Number of full time occupants of each residential rental dwelling unit.

Name & address (or assigned unit #) of each tenant.

THERE IS NO REGISTRATION FEE

ANY CHANGE IN THE ABOVE INFORMATION SUBMITTED FOR REGISTRATION SHALL BE PROVIDED TO THE DEPARTMENT WITHIN 5 (FIVE) BUSINESS DAYS OF SUCH CHANGE.

A COPY OF CHAPTER 193 OF THE BOROUGH CODE "RENTAL HOUSING" IS AVAILABLE AT BOROUGH HALL, 53 WEST SOUTH STREET; STUART COMMUNITY CENTER, 415 FRANKLIN STREET; OR, THE BOROUGH'S WEBSITE AT www.carlislepa.org (click on home page link titled, "Rental Housing Documents").