



**WHITEHALL TOWNSHIP
3219 MACARTHUR ROAD
WHITEHALL, PA 18052
610-437-5524, ext. 1138**

Please be advised that Whitehall Township Board of Commissioners, with the adoption of Ordinances 2813 and 2812, have established a requirement for all owners of rental property in the Township that either on-site manager be designated for all rental properties, or a manager residing **within 10 miles** of the geographical boundaries of the Township. This designated "manager" must be authorized to accept service of process on behalf of the legal owner of said residential unit, provide access to and assume control of the premises and authorized to discharge alarms.

Effective February 11, 2010, no Certificate of Occupancy or Business License will be issued for any rental property unless and until the enclosed registration forms have been completed.

This form is required to be completed every year. Failure to designate the required responsible individual could result in enforcement action against you as the property owner.

RESPONSIBLE AGENT CONTACT INFORMATION

Rental or Non-Owner-Occupied Property Address(es): _____

Property Owner/Principal Owner Name: _____

Mailing Address (No PO Box): _____

Office/Home Phone #: _____

After Hours Phone #: _____ Cell Phone #: _____

Email: _____

Operator, Responsible Agent or Manager Information (If different from above):

Name: _____

Mailing Address (No PO Box): _____

Office/Home Phone #: _____

After Hours Phone #: _____ Cell Phone #: _____

Email: _____