



DEPARTMENT OF CODES AND INSPECTIONS

CONDITIONAL HOUSING PERMIT / RESIDENTIAL RENTAL UNIT LICENSE APPLICATION

APPLICATION TYPE: NEW RENTAL (not previously applied for) EXISTING RENTAL

Section 1: RENTAL PROPERTY INFORMATION

Rental Unit/Building Address: _____
No. of Units Per Building: _____ How are Units Designated: _____
(e.g., etc.: A, B; 1, 2; 1st Fl, 2nd Fl)
How many leases are associated with this property: _____
Will This Be Used as Student Housing? Yes No
Will This Be Used as a Rooming/Boarding Home? Yes No

Section 2: OWNERSHIP INFORMATION (Owner refers to Person or Persons with Legal Title)

Owner's Name: _____
Owner Address: _____ City: _____ St: _____ Zip: _____
Phone (Home): _____ Phone (Cell): _____
Alternate Phone: _____ Email: _____

Section 3: OPERATOR/MANAGER/CONTACT PERSON (Mandatory if owner lives outside Blair County)

Name of Operator/Manager/Contact Person: _____
Address: _____ City: _____ St: _____ Zip: _____
Phone (Home): _____ Phone (Cell): _____
Alternate Phone: _____ Email: _____

IMPORTANT:

Per Chapter 9 of the Code of the City of Altoona, this application will not be accepted without the Tenant Registration Form and Proof of Rental Insurance. By signing this application, the City of Altoona can verify the statements contained herein by conducting an inspection of the dwelling. The City may require copies of leases if necessary. Submission to a false statement to a Public Official, pursuant to Section 4904 of Title 18 of the Pennsylvania Crimes Codes, constitutes a misdemeanor of the third-degree offense, punishable by a fine and imprisonment of not more than one year.

Signature of Applicant: _____ **Date:** _____

OFFICE USE ONLY

TENANT REGISTRATION FORM RECEIVED? Yes No
PROOF OF INSURANCE RECEIVED: Yes No
AMOUNT RECEIVED: \$ _____
Payment Type: Cash Check/Money Order _____ Credit Card _____
Received by: _____ **Date:** _____

Section 1. Complete this section by giving the address of the Rental Unit or the address of the building that contains multiple units. An application must be filled out for each separate building. List the number of units per building and explain how the units are designated (example, 1st floor, 2nd floor, or a, b, c, etc.) Check yes or no if the rental will be used for Student Housing (approval by Zoning Hearing Board required).

Section 2. In this section, list the owner name, address, city, state and zip code. Also list the owner phone numbers, home, cell and/or alternate, and email.

Section 3. Complete this section if the owner uses a contact person responsible for managing and maintenance of the facility. If the owner lives outside of Blair County, a contact person/firm must be designated. This person/firm shall be responsible for receipt of notices and scheduling of inspections.

Sign and date the form. Mail the form with your fee and proof of insurance or return the form in person to the address at the top of the page. Checks are made payable to the City of Altoona.

Contact our office if you have any questions at (814) 949-2456 or email rentals@altoonapa.gov.

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**FEES FOR RENTAL REGISTRATION
(Due by July 31st of EACH YEAR)**

**\$50.00 per unit for first 4 units per building
\$15.00 each additional unit per building thereafter**

HOW TO CALCULATE YOUR FEE(S)

Units Per Building = _____

1 through 4 units/building at \$50.00 per unit

_____ (# of units) x \$50.00 = _____

OR

Number of units greater than 4 per building = _____

_____ (# greater than 4) x \$15.00 = _____