



CODES & INSPECTIONS DEPARTMENT  
1301 12<sup>TH</sup> STREET, SUITE 103  
ALTOONA, PA 16601  
(814) 949-2456

## CONDITIONAL HOUSING PERMIT / RESIDENTIAL RENTAL UNIT LICENSE APPLICATION

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

### Section 1: RENTAL PROPERTY INFORMATION

Rental Property Address: \_\_\_\_\_

No. of Units Per Building: \_\_\_\_\_ How are Units Designated: \_\_\_\_\_  
(e.g., etc.: A, B; 1, 2; 1<sup>st</sup> Fl, 2<sup>nd</sup> Fl)

How many leases are associated with this property: \_\_\_\_\_

Is Property Used as Student Housing?  Yes  No

Is Property Used as a Rooming/Boarding Home?  Yes  No

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

If the Owner is an LLC, a corporation or some other type of legal entity, the owner shall provide a Certificate of Good Standing from Pennsylvania or the state in which the entity was created

Owner's Name: \_\_\_\_\_

Address (no PO Boxes): \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Section 3: CONTACT PERSON RESIDING IN BLAIR COUNTY (Mandatory if owner lives outside Blair County)

Name of /Manager/Contact Person: \_\_\_\_\_

Address (no PO Boxes): \_\_\_\_\_ City: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (Home): \_\_\_\_\_ Phone (Cell): \_\_\_\_\_

Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### **IMPORTANT: ALL SECTIONS OF THE ABOVE INFORMATION MUST BE COMPLETED.**

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 REG FORM**  Yes  No **PROOF OF INSURANCE:**  Yes  No **LLC CERTIFICATE:**  Yes  No

**AMOUNT RECEIVED:** \$ \_\_\_\_\_ **Payment Type:**  Cash  Check/Money Order  Credit Card

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## INSTRUCTIONS AND INFORMATION

**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, 1<sup>st</sup> floor, 2<sup>nd</sup> 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 (NO P.O. Boxes), 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 who resides in Blair County 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 and tenant registration form, or return the forms in person to the address at the top of the page. Checks are payable to the City of Altoona. Contact our office if you have any questions at (814) 949-2456 or email [inspections@altoonapa.gov](mailto:inspections@altoonapa.gov).

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### FEES FOR RENTAL REGISTRATION (adopted 1-1-2023) Due by July 31<sup>st</sup> of EACH YEAR

**\$60.00 per unit for first 4 units per building**

**\$20.00 each additional unit per building thereafter**

#### **HOW TO CALCULATE YOUR FEE(S)**

Units Per Building = \_\_\_\_\_

1 through 4 units/building at \$60.00 per unit \_\_\_\_\_ (# of units) x \$60.00 = \_\_\_\_\_

Number of units greater than 4 per building = \_\_\_\_\_ (# greater than 4) x \$20.00 = \_\_\_\_\_

#### **Miscellaneous Fees:**

\$20.00 Late Fee

\$35.00 License Transfer Fee

\$50.00 Inspection No-Show Fee

\$75.00 Re-Inspection Fee

\$100.00 Reinstatement Fee of Rental License Revocation

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### RENTAL REVOCATION INFORMATION (adopted 1-1-2023)

A License shall be revoked for the following:

- a) The owner does not provide the name and current mailing address for the owner, operator and responsible agent (if applicable).
  - b) The owner does not remit the license fee and required insurance and tenant documents by the deadline.
  - c) The owner does not comply with the violations found during the inspection within the time frame specified in the notice of violation.
  - d) The owner fails to appear for an inspection or a reinspection after three attempts to schedule.
  - e) Any violation resulting in the City of Altoona abating the violation.
  - f) Unpaid reinspection fees from property maintenance violations
  - g) Three or more violations of the same nature occurring within a twelve-month period.
- Any owner or agent who has an interest in two or more licenses revoked pursuant to this section shall be ineligible to hold a License for a period of five years. Properties in revocation shall not be rented to other persons, except that the current tenants may continue to occupy such premises until their lease term expires or until termination of tenancy.
  - A License shall be reinstated if the owner corrects the reason for the revocation, the property is inspected, has paid the reinstatement fee. The fee to reinstate a revoked License is \$100.00 per unit.