



Manchester Borough
York County, PA

**Frequently Asked Questions (FAQ)
Residential Rental Unit Registration**

To assist with questions regarding the newly adopted Residential Rental Unit Registration Ordinance 2025-04, Manchester Borough has developed a FAQ document to address some of your questions and/or concerns. If you review the document and still have questions, please contact the Manchester Borough Manager at (717) 266-1022 or manager@manchesterborough.gov.

When does the Residential Rental Unit Registration begin?

Effective January 1, 2026, Manchester Borough will begin enforcing the Residential Registration Unit Rental & Licensing Ordinance No. 2025-04, adopted on August 11, 2025 by Manchester Borough, York County, Pennsylvania.

What does Ordinance No. 2025-04 require of a residential rental unit owner?

Ordinance No. 2025-04 states: "It shall be the duty of every owner of a residential rental unit within Manchester Borough to comply with this Ordinance and to keep and maintain the residential rental unit in compliance with the applicable codes and provisions of all other applicable Pennsylvania State laws and regulations and local ordinance."

Beginning January 1, 2026 OR within thirty (30) days of the creation of a new residential rental unit, and annually thereafter by January 31st of each year, an owner of a residential rental unit within Manchester Borough shall file a completed residential rental registration application for EACH RENTAL LOCATION within Manchester Borough.

What information is required for the Residential Rental Unit Registration?

Residential Rental Unit Registration is collected via paper or electronically. The information captured includes the following:

- Residential Rental Unit Registration
- Landlord Information Form "Section 1" Required
- Tenant Information Form "Section 2" Required
- Property Agent/Management Company Information Form "Section 3" (Required if a property owner resides 45 miles outside of the Borough limits)

It is suggested that the fillable PDF forms (which can be accessed by clicking the hyperlinks above or available on the website as well as on the electronic platform) be downloaded, completed, and saved on your device for ease in uploading when submitting the completed electronic residential rental unit application.

What does the process of registering my residential rental unit(s) entail?

Once the registration has been submitted electronically, Borough Administration staff will review all submitted information. All rental units listed on the application will be verified by staff to ensure accurate invoices. Once it has been verified that all required forms have been submitted and rental units have been field verified, staff will prepare and issue an invoice to the landlord/agent. Invoices will be issued by email or mailed through the United States Postal Service to the address listed on the landlord form. Payment can be made electronically by a credit card using the link on the invoice or may be mailed to the Manchester Borough, Attn: Borough Manager or physically dropped off at the Borough office located in the Borough Municipal Building. Once payment has been received, the Borough staff will issue a Rental Registration License for EACH UNIT to the landlord/agent.

What does the process of scheduling the inspection for my registered rental unit(s)?

Once your property has been registered electronically with Manchester Borough, the Borough staff will review for its completion and submitted information. You can log in to the IWorq electronically to see the status of your registration. Once your registration is completed, the property owner/property agent will call Commonwealth Code Inspection Services Inc. to schedule your inspection. When the inspection is completed CCIS will send the completed inspection report to Manchester Borough for record keeping. The Borough staff will review that all required forms have been submitted, and rental units have been field verified and will prepare and issue an invoice to the landlord/agent for the license. Once payment is received the Borough staff will provide a license to the property owner/agent.

Are there any exceptions to Ordinance No. 2025-04?

No, Ordinance No. 2025-04 does not exempt any residential rental unit(s) from compliance.

Is this an annual registration, inspection & license process?

Yes, the Ordinance requires that the registration, takes place annually (January 1 – January 31). The inspection & license process occurs on an annual basis (January 1 – December 31).

Is there a fee each time I have an inspection for my license?

Yes, Ordinance 2025-04 requires that a \$50.00 annual fee be imposed for each residential rental unit for registration and licensing. The inspection fee of \$75 is paid directly to Commonwealth Code Inspection Services during the inspection.

Is there a fee for updating information for a residential rental unit registration?

No, there is no fee to update any information pertaining to a registered rental property and/or unit once the initial registration has been submitted. The property owner/agent is responsible for submitting all changes to the Borough provided for in Borough Ordinance 2006-51.

What happens if I do not register my rental properties and units?

Failure to comply with Ordinance No. 2025-04 will result in a Notice of Violation being issued by the Code Enforcement Officer requesting full compliance. Failure to comply with the Notice of Violation may result in a fine. It is the goal of Manchester Borough to educate the public about the Ordinance requirements and assist the public with compliance without them incurring penalties.