



Manchester Borough

York County, PA

Instructions for Completing and Submitting A Residential Rental Unit Registration Application

- Download and complete all required fillable PDF documents found on our rental registration page [Residential Rental Registration & Inspection – Manchester Borough](#)
 - [Landlord Information Form](#) (Required)
 - [Tenant Information Form](#) (Required)
 - [Property Agent/Management Company Information Form](#) (Required if any owner resides 45 miles outside of the Borough of limits)
- Complete and save the forms to your device. You will need to upload these documents to the electronic residential rental unit application on the citizen portal.
- Click on the link to complete the electronic [Residential Rental Unit Registration Application](#). (This will direct you to the electronic portal and must be completed and submitted electronically with all required applicable forms).
- Complete each section in its entirety paying close attention to the “Required Fields.” (***Indicates Required Field**)
- Upload all applicable forms to the electronic application **BEFORE** clicking submit. If submitting more than one of each required document, please select other files and upload them in a group.
- Click on “Submit” and you should receive a message in green indicating that your application has been successfully submitted.
- **NOTE:** The application is for property owners to apply for 1 property. Please only submit your application one time. Once you’ve applied, you will be given portal access via the email you provided. At that time, you will be able to log in and create a password which you will use at the Rental Login Option. You can then add additional properties on the rental log in page located [HERE](#). You will also be able to manage your property, pay invoices, view rental information and renew your license.