

# The Borough of Waynesboro

OFFICE OF ZONING AND CODE ENFORCEMENT

## AFFIDAVIT OF NON-RENTAL

\_\_\_\_\_ Being duly sworn, says as follow:

1. That I am the owner of certain property located at:  
\_\_\_\_\_, Waynesboro, PA.
2. That I have owned the property since \_\_\_\_\_.
3. That I am aware of the Borough of Waynesboro Code provision which requires any person who offers for rent any residential dwelling unit therein to obtain a Rental License from the Office of Zoning and Code Enforcement. ref. Ord. No. 1197, Chapter 213 of the Code of the Borough of Waynesboro.
4. That the property located at \_\_\_\_\_, Waynesboro, PA, or any dwelling unit inside this property, is NOT being used as a rental property and will NOT be used as a rental property without obtaining all required permits and licenses.
5. That I do not collect rent, payments for mortgage, or taxes for the property listed above from the occupants of the property.
6. That this property is occupied by  
\_\_\_\_\_  
\_\_\_\_\_
7. That I will comply with the requirements of Ord. No. 1197, Chapter 213 of the Code of the Borough of Waynesboro upon an entry of an oral or written lease for tenancy of the above captioned premises.
8. That the failure to comply is in violation of Section Ord. No. 1197, Chapter 213 of the Code of the Borough of Waynesboro

IN WITNESS WHEREOF, under the penalties of perjury, I hereby affix my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
AFFIANT

\_\_\_\_\_  
STREET ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP

\_\_\_\_\_  
PHONE NUMBER

**BOROUGH OF WAYNESBORO  
OFFICE OF ZONING AND CODE ENFORCEMENT**

**AFFIDAVIT OF NON-RENTAL INFORMATION**

If you are the owner of a property in the Borough of Waynesboro which is currently being occupied by relatives or others but you are not collecting rent or other monetary compensation you may submit an affidavit of non-rental.

The affidavit of non-rental is a sworn affidavit meaning that any statements made within are subject to the penalties of perjury. It must be notarized before it will be accepted by the Office of Zoning and Code Enforcement.

Ord. No. 1197, Chapter 213 of the Code of the Borough of Waynesboro requires that any person offering for rent a residential dwelling unit therein must obtain a business privilege license from the Office of Zoning and Code Enforcement. You are not entitled to collect rent without a Rental License.

Any person found to be in violation of any section of the rental license requirement is subject to a fine of not more than \$1,000.00 per day or imprisonment for a term not to exceed 30 days, or both, at the discretion of the court. Each day that a violation continues shall be deemed as a separate offense.

Once you have filed an affidavit of non-rental you must contact the Department within **ten (10) days** to notify them of any changes in contact information, occupancy, and/or monetary arrangement and obtain the proper license(s) if necessary.

If you have filed an affidavit of non-rental and receive a Notice of Violation from the Office of Zoning and Code Enforcement stating that you need to obtain a rental license, read the notice carefully and follow the instructions contained therein.

If you have questions regarding the legal implications of filing an affidavit of non-rental with regard to any property rights or potential penalties please consult with an attorney.