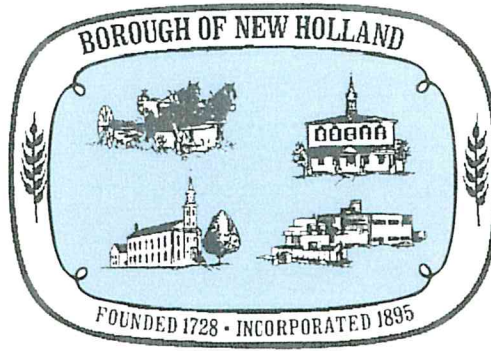


DONALD J. HERRINGTON
President of Council

J. RICHARD FULCHER
Manager/Secretary

M. TIMOTHY BENDER
Mayor



In the Heart of the
Garden Spot of the World
~ Lancaster County ~

436 EAST MAIN STREET
NEW HOLLAND, PA 17557
Telephone: (717) 354-4567
Fax: (717) 354-2979

To Whom It May Concern:

Our records indicate you are the owner of one or more rental units in the Borough of New Holland. As you may be aware, all owners of rental units in the Borough must obtain a Rental Unit License to continue to rent-out the rental unit. It has been three years since your last inspection. Enclosed is a Rental Unit License Application which should be returned within 15 days of the date of this letter. Please include payment of **\$40 per unit** for the inspection and Licensing Fee with the returned Application.

This fee is valid for a three year License, with exceptions for things such as a change of ownership, valid tenant complaints related to inspection items, and so on (a copy of the Fee Resolution is available at the Borough office). Once your payment has been received, you will be scheduled for the initial unit inspection. If you fail to show up for the scheduled appointment or neglect to inform the rental unit residents of the inspection, a \$10 cancelation fee will be charged per unit.

A general summary of the inspection checklist to be used under the program is included with this letter.

If you have any questions in the interim, please let us know. Thank you.

Sincerely,

J. Richard Fulcher/psw
J. Richard Fulcher, Manager

Enclosure