

## **Designation of Responsible Agent**

If the owner of a rental property is not a full-time resident of the County of Lancaster, then he or she is required to designate a person to serve as the Responsible Agent who **does** reside within the County of Lancaster.

The local Responsible Agent designated by the owner will be responsible for operating the rental property in compliance with all provisions of the City codes and ordinances. The local Responsible Agent must be able to provide access to the property (including each rental unit and all common areas) as requested by Lancaster City Code Officials.

A Responsible Agent may be a family member, friend or neighbor who resides in Lancaster County. Tenants, however, should not be designated as responsible agents.

If the owner is a corporation, a partnership, or a limited liability company, an officer, partner or member who resides in Lancaster County must be named to act as Responsible Agent and shall be identified as such on the Rental Registration Application for that property.

All standard correspondence, including billings, will continue to be sent to the deeded owner of the rental property. In the event that the City cannot contact the Property Owner or the Management Company, the Responsible Agent may be contacted in situations that require immediate resolution.

## **Helpful Hints on assigning a Responsible Agent**

- ✓ Does the identified Responsible Agent know he/she has been designated as your agent?
- ✓ Does the identified Responsible Agent know his/her duties?
- ✓ Does the identified Responsible Agent have a key to all units and common areas?
- ✓ Does the identified Responsible Agent know the City has his/her information for ensuring Housing, Police, Fire have access to get into the property?
- ✓ Do you know the identified Responsible Agent will NOT receive standard correspondence and billings but may receive correspondence relating to disruptive conduct and property code violations?