

ORDINANCE No. **138** of 2016
RENTAL UNIT LICENSING & REGISTRATION ORDINANCE

The purpose of Ordinance No. 138 is to protect and promote the public health, safety, and welfare of its citizens, to establish rights and obligations of owners and tenants, and to encourage owners and tenants to maintain and improve the quality of rental housing within the community.

1. Annually, every owner who rents or leases a unit within the Borough of Pennsbury Village (Borough), shall apply for and obtain an operating license for each unit rented. A fee of \$250 per rental unit must accompany the application. Deadline for application is May 1 of each year.
 - a. No license shall be given to an owner with outstanding fines/costs owed to the Borough.
 - b. The owner must notify the Borough office of any changes in tenants within 10 days of change.
 - c. Owners who are not full time residents of the Borough and who live more than 50 miles from the boundaries of the Borough, shall designate a manager to serve as an agent of the owner.
2. Annually and with each change of tenant, the owner must submit the name, telephone/contact information for the owner and tenant, and type and number of pets.
3. Annually, the rental unit will be inspected by the Code Enforcement Officer.
 - a. The owner or his/her manager shall be present for the inspection.
 - b. The owner shall maintain the rental unit in compliance with applicable codes of the Borough as well as all applicable local, state, and federal laws.
 - c. Checklist of inspection by Code Enforcement Officer
 - i. Does the unit have working UL listed smoke alarms installed on each level of the unit?
 - ii. Does the unit have a working Carbon Monoxide detector installed in the unit?
 - iii. Are flammable items such as gasoline, propane, etc. stored inside the unit?
 - iv. Are any flammable items on top of the stove or stored in the oven?
 - v. If portable heaters are used as a supplemental source of heat are they a safe distance from flammable items?
 - vi. Has the furnace been inspected by a qualified service provider at least once during the previous year? Receipt showing this was done must be presented.
 - vii. Are both the furnace room and hot water tank doors properly ventilated (louver door, vent, or outside venting)?
 - viii. Is there evidence of water damage to ceilings, walls, or floors?
 - ix. Does the unit smell of mold or mildew or is any visible?
 - x. Are there any pipes or fixtures visibly leaking?
 - xi. Are exterior doors and locks working properly?
 - xii. If there are pets housed in the unit, are they registered with the Borough?
 - xiii. Are electrical cords run under rugs or over hot or wet surfaces?
 - xiv. Is there evidence of damaged cords or overloading of electrical outlets?
 - xv. Are there cover plates on all outlets and switches?
 - xvi. Is circuit breaker properly labeled.
 - xvii. Are GFCs installed in kitchen, bathroom, and deck/patio?
 - xviii. Do outdoor lights work properly?
 - d. The unit shall be used for residential use only and the tenant must abide by all codes and ordinances of the Borough and County/State.

- e. The tenant shall not engage in nor permit others to engage in disruptive conduct. If Police or Code Enforcement Officer investigate an incident and find the tenant/visitors are engaging in disruptive conduct, the owner/manager shall receive such a report within three (3) working days.
 - f. All owners/managers of rental units will receive a written notice of the results of the inspection. If any unit fails to meet the requirements, the owner will have no more than thirty (30) days to correct the violation. The Code Enforcement Officer shall review the correction report and schedule a re-inspection of the violation. If the violation is not corrected, the unit will receive a notice of suspension to rent the unit. The violation remains in effect and the unit in non-compliance until the violation is cured. Fines for violation of this ordinance will be made. In addition to the fines, the owner shall be responsible to attorney fees and court costs.
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