

CODE ENFORCEMENT DEPARTMENT

James Emery, Supervisor

Tom MacDonald, Code Officer

Gerald Lloyd, Code Officer

James Stehr, Jr, Code Officer

570-522-1326 (Option 4)

Or e-mail to
CodeEnforcement@ckcog.com

Visit our website,
www.CKCOG.com to find:

- ◆ The links to the full Ordinance for your Municipality
- ◆ A Pre-Inspection Checklist
- ◆ Contact information for the Code Enforcement Officer (or call 570-522-1326, Option 4)
- ◆ Information on other Codes (Building, Zoning and Property Maintenance)

What should you look for before you sign a lease for a Rental Unit?

How many people will be living in the unit? Some Municipal Ordinances prohibit more than three (3) unrelated persons from sharing a dwelling unit



Are there Smoke Detectors in EACH bedroom, in the hallway(s) outside the bedrooms and on each level, including the basement?



Are there working GFCI outlets in the Kitchen & Bathrooms? Do all outlets, switches and panel boxes have covers? Do all light fixtures have covers?



Do all windows open and stay open? Do all windows close and lock? Are they weather tight? Are there any broken or cracked windows? Does every room used as a sleeping area have a window?



Do all exterior doors open and close easily? Are they weather tight? Do they lock and unlock from the **inside** without a key?



Do all taps run (hot & cold) and toilets flush? Do any pipes leak or faucets drip?



Does each unit have address numbers that are clearly visible from the street (at least 4" high). Is the yard maintained (grass under 6", no tall weeds)? Is all rubbish stored in appropriate containers and removed regularly?



Is the exterior in good repair? Siding, brick or paint free of chips or deterioration? Is the roof in good repair with no leaks? Are the gutters and downspouts free of debris and directing water away from the structure?



Does the Hot Water Heater have a "drip-leg"? Is the area around the HW heater and furnace clear of "junk", trash, boxes,

NOTE: This brochure lists commonly found violations. It is **NOT** intended to be a comprehensive list of all code violations that could occur. If you have questions about a specific situation, please call the CKCOG and speak to a Code Officer.

Central Keystone
Council of Governments

Rental Unit Occupancy Licensing and Inspections

TENANT INFORMATION



Administered by
Central Keystone COG

1610 Industrial Blvd., Suite 400A
Lewisburg, PA 17837

Phone: 570-522-1326
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TENANT INFORMATION



Why is a Rental Occupancy License or Public Housing Permit required?

Your Municipality has adopted an Ordinance which states that all persons offering structures for rent or occupancy in the Municipality are required to obtain a Rental Unit Occupancy License (also called a Public Housing Permit) for all existing properties currently

being rented and for any new properties before they are offered for rent.

This ordinance protects the Municipality's standard of livability and helps prevent the deterioration of our neighborhoods. It promotes compliance with health and safety standards to ensure safe and sanitary housing for all our residents.

The purpose of this Ordinance is to protect and promote the public health, safety and welfare of the residents of the Municipality.

What should I ask before renting a property?

You should ask the Owner, Person-in-Charge or Agent to show you the Rental Unit Occupancy License for the unit. It will show the address of the unit, the maximum occupancy of the unit and whether it is valid for the current year.

What if the Owner or person-in-charge says they do not have the License available for me to see?

You should call our office to verify that the property is legally available to rent and is up to date on inspections. You should not rent a unit without first verifying that it has been inspected and is **safe, sanitary and code compliant**.

How often are rental properties inspected?

Inspection frequency varies by Municipality between two and four years. Many Landlords will arrange for this inspection to be done between tenants, so you may not need to have an inspection while you are living there.

If there are complaints regarding a unit, the Code Officer can require an inspection at any time, with reasonable notice. However, if it is a health or safety issue, the Code Officer may require immediate access to the unit. If YOU have concerns about the safety of your unit, please call our office.

What are my responsibilities as a renter?

It is your responsibility to maintain the unit in the condition it was in when you moved in. It is also your responsibility to comply with Municipal Ordinances. Some of the most common issues are:

- **DO—Leave the batteries in your smoke detectors!** If it goes off when you cook, call our office about a better placement for that detector that still meets code requirements.
- **DON'T—tamper with Smoke Detectors** or other safety equipment such as fire alarms, fire extinguishers, or Carbon Monoxide Detectors. You can receive a Citation for up to \$1000 for tampering with Fire or Safety equipment.
- **DO—**Put your trash in approved containers and keep your yard free of debris and trash.
- **DON'T—**Place “hasp locks or padlocks” on bedroom doors. This is serious fire safety hazard, all bedroom doors must be openable from the INSIDE without a key, tool or special knowledge. Ask your landlord about replacing the doorknob with a locking doorknob.
- **DO—**Maintain your unit in a clean, safe and sanitary condition.
- **DON'T—**Put “indoor” furniture on porches or in yards, this includes most upholstered furniture; i.e. couches, futons, recliners, etc.
- **DO—**Visit the website for your Municipality and familiarize yourself with the Codes and Ordinances that apply to residents, such as parking, inoperative vehicles, open burning, quiet hours, animals, and disruptive conduct. *In some municipalities, failure to abide by their Ordinances can result in eviction or non-renewal of your lease.*