






**The Rental Unit Occupancy
Licensing Program benefits
Property Owners, Renters and
ALL Borough Residents.**

-  Promotes safe and sanitary rental housing
-  Maintains and increases property values
-  Reduces deteriorating rental housing
-  Preserves neighborhoods and quality of life
-  Encourages owner and renter responsibility for the condition of rented properties

Visit our website,

www.CKCOG.com to find:

- ◆ The full Ordinance 02-2010
- ◆ The “Addendum to Residential Rental Agreement”
- ◆ The Inspection Checklist
- ◆ An Application for License
- ◆ Information on Codes (Building, Zoning and Property Maintenance)

Are you ready for an inspection?

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



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



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?



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?

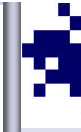


Does each unit have address numbers that are clearly visible from the street (at least 4” high). Is the yard maintained (grass under 6”, no tall weeds)? Is all rubbish stored in appropriate containers and removed regularly?



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?

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 us at the numbers on the front of this brochure.



Central Keystone
Council of Governments

Rental Unit Occupancy Licensing and Inspections



**Administered by
Central Keystone COG**

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Beavertown Borough Ordinance No. 02-2010: Rental Unit Occupancy Regulations



Why Is a Rental Occu- pancy License required?

Beavertown Borough has adopted an Ordinance which states that all landlords in the Borough 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 Borough of Beavertown'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 Borough.

What do I need to do if I own a property in the Borough?

You will need to complete an "Application for Rental Unit Occupancy License" for each building that you own in the Borough and return it to the CKCOG. Someone from the CKCOG will then contact you to schedule a date to inspect the building.

What will the inspector be looking at during this inspection?

The Borough has adopted the **2009 International Property Maintenance Code**. This code governs many health and safety issues both inside and outside of the property. There is a checklist on the back of this brochure to help you insure your property is compliant with this code before you schedule an inspection. There is a more detailed list on our website as well. The inspector will also be looking at your compliance with any other Borough Ordinances that apply to your property.

How often will my property need to be inspected?

Rental properties will be inspected a *minimum* of every three (3) years. If there are complaints regarding a unit, the Code Officer can require an inspection at any time, upon reasonable notice. The fee for your **initial** inspection is included in the licensing fee. Subsequent inspections or inspections due to complaints will be billed to the property owner at the CKCOG's hourly rate.

What happens after my property has been inspected?

If the unit(s) are found to meet all applicable codes, you will get a letter in the mail stating your property is now in compliance as well as a Occupancy License placard. However, if there are issues that need to be corrected, you will get a letter listing these items and the time frame you have to repair those items. When the issues have been corrected, you will need to contact this office and schedule a re-inspection.

What changes do I need to make when renting a unit to comply with the Ordinance?

Property owners must now provide all tenants with a **written** Rental Agreement. This rental agreement must be supplemented with the "Addendum to Residential Rental Agreement". This addendum can be found on the CKCOG website or you can call the office to have a copy mailed to you.

How often is the Rental Occupancy License renewed?

The Rental Occupancy License is renewed annually for a fee of \$25.00 per building. You will be notified by mail when this renewal is due. After your renewal fee has been paid, you will be sent a sticker with the current year to be placed on your Occupancy License placard. Prospective tenants may ask to see this License to verify that the unit is legally available for rent.