

BOROUGH OF LANSFORD -- OFFICE OF CODE COMPLIANCE
RESIDENTIAL RENTAL, HOUSING, & INSPECTIONS
 1 W. Ridge Street, LANSFORD, PA. 18232
 Office: (570) 645-3900 FAX: (570) 645-6248

RESIDENTIAL RENTAL LICENSE APPLICATION

INSTRUCTION: Please **PRINT** all information requested.

A separate application form is required for **EACH DWELLING UNIT**

Make checks payable to: "**Borough of Lansford**"

DATE OF APPLICATION _____

ANNUAL LICENSE FEES: { Due by April 1st of each year per rental unit } **CHECK ONE BELOW**

EACH DWELLING UNIT: \$100 _____ EACH ROOMING HOUSE UNIT: \$20 _____ EACH ROOM: \$10 _____

ADDRESS OF RENTAL UNIT _____

PROPERTY DESCRIPTION _____ APARTMENT NO. _____

PHONE NUMBER AT DWELLING UNIT: _____ TAX MAP PARCEL NUMBER: _____

LIST ALL TENANT(S) / OCCUPANT(S) INFORMATION {Everyone 18 years of age and older}: TOTAL NUMBER: _____

FULL NAME: _____ OCCUPATION: _____ PHONE: _____

FULL NAME: _____ OCCUPATION: _____ PHONE: _____

FULL NAME: _____ OCCUPATION: _____ PHONE: _____

FULL NAME: _____ OCCUPATION: _____ PHONE: _____

FULL NAME: _____ OCCUPATION: _____ PHONE: _____

FULL NAME: _____ OCCUPATION: _____ PHONE: _____

List additional occupants and information on back of application or attach a separate sheet.

*****APPENDIX A- ADDENDUM TO RESIDENTIAL RENTAL AGREEMENT MUST BE SIGNED AND ATTACHED TO THIS APPLICATION*****

PROPERTY OWNER / APPLICANT INFORMATION: { Information must match Carbon County property tax records }

FULL NAME: _____ SIGNATURE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE NUMBERS: {DAYTIME} _____ {CELL} _____ EVENING OR FAX: _____

E-Mail: _____

PROPERTY MANAGER'S INFORMATION: { Applicable, if owner resides more than 20 miles from Lansford Borough }

FULL NAME: _____ SIGNATURE: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE NUMBERS: {DAYTIME} _____ {CELL} _____ EVENING OR FAX: _____

E-Mail: _____

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FOR OFFICE ONLY

PROPERTY ACCOUNT NO: _____ DATE PAYMENT / APPLICATION RECEIVED: _____

AMOUNT RECEIVED: \$ _____ CHECK NUMBER: _____ CASH: Yes _____ REC'D BY: _____

RENTAL ADDENDUM RECEIVED: Yes _____ No _____ **RESIDENTIAL License**
 {Attach Copy to this application} **NUMBER ISSUED: _____**

**APPENDIX A – BOROUGH OF LANSFORD
REQUIRED ADDENDUM TO RESIDENTIAL RENTAL AGREEMENT**

This Addendum to Residential Rental Agreement is made this ____ day of _____ 20____ , and is incorporated into and shall be deemed to amend and supplement the Residential Rental Agreement made by the undersigned Tenant and Owner, their heirs, successors and assigns, dated _____. The Residential Rental Agreement and this Addendum pertain to the Premises described in said Agreement and is located at _____. This Addendum is required by the Residential Rental Licensing and Inspection Ordinance of the Borough of Lansford.

ADDITIONAL COVENANTS AND OBLIGATIONS

In addition to the covenants and obligations set forth in the aforementioned Residential Rental Agreement, Tenant and Landlord hereby covenant and agree as follows:

A. Landlord's Obligations

1. The landlord shall keep and maintain the leased Premises in compliance with all applicable Codes and Ordinances of the Borough of Lansford and all applicable State laws and shall keep the leased Premises in good and safe condition.
2. The Manager for the Rental Unit shall be as follows:

Name: _____

Mailing Address: _____

Physical Address: _____

Daytime Telephone Number: _____

3. The Landlord shall be responsible for regularly performing all routine maintenance including lawn mowing and ice and snow removal, and for making any and all necessary repairs in and around the leased Premises, except for any specific tasks which the parties hereby agree shall be delegated to the Tenant and which are identified as follows:

B. Tenant's Obligations

1. The Tenant shall comply with all applicable Codes and Ordinances of the Borough of Lansford and all applicable State laws.
2. The Tenant agrees that the maximum number of unrelated persons permitted within the Regulated Rental Unit at any time shall be three (3), unless a more restrictive provision is established in the lease, or unless a higher number has specifically been allowed in the Borough Zoning Permit.
3. The Tenant shall dispose of all rubbish, garbage and other waste from the leased Premises in a clean and safe manner, and shall separate and place for collection all recyclable materials in compliance with applicable Lansford ordinances.

4. The Tenant recognizes that three (3) or more Disruptive Conduct Reports in any three (3) year period will result in eviction from the property under the Borough of Lansford Residential Rental Licensing and Inspection Ordinance. The Tenant recognizes that they are responsible for the behavior of the guests on the property and shall not permit them to engage in disruptive conduct.
 - a. Disruptive Conduct is defined as a form of conduct, action, incident or behavior perpetrated, caused or permitted by an Occupant or Guest of a Regulated Rental Unit that:
 - i. is a violation of Ordinances of the Borough of Lansford and that is so loud, untimely as to 'time of the day', offensive and/or nuisance-causing that it unreasonably interferes with the peaceful enjoyment by other persons of their premises or causes damage to property that is owned by others.
 - ii. involves music or noise that is disruptive to persons occupying a different dwelling unit,
 - iii. involves music that is audible from a street, sidewalk or dwelling from a minimum distance of fifty (50) feet from the premises where the sound is originating,
 - iv. is the subject of a criminal citation for Disorderly Conduct, or
 - v. is the subject of a criminal citation under the Pennsylvania Crimes Code or the Pennsylvania Liquor Code.
5. The Tenant shall not cause, nor permit, nor tolerate to be caused, damage to the premises that is beyond standard wear and tear.
6. The Tenant agrees to make the Rental Unit available for a scheduled inspection by Borough Code Enforcement Officers during reasonable hours, after the Tenant receives advance notice from the Owner or Manager of the Rental Unit that the Borough has requested an inspection.
7. The Tenant acknowledges and agrees that this tenancy is subject to the provisions of the Residential Rental License and Inspection Ordinance of the Borough of Lansford and that failure to comply with such ordinance may result in eviction of occupants or suspension or revocation of the Owner's privilege to rental a residential unit.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

Witness

Witness

Witness

Tenant

Tenant

Tenant

RESOLUTION 2007- 05

A RESOLUTION ESTABLISHING A RESIDENTIAL RENTAL HOUSING UNIT MINIMUM INSPECTION CHECK LIST

WHEREAS, the Borough of Lansford adopted the Residential Rental Housing, Licensing and Inspection Ordinance on February 7, 2007; and,

WHEREAS, the Ordinance requires an Inspection and Residential Rental License; and,

WHEREAS, the Residential Rental License will only be issued after all criteria of the Ordinance have been met; and,

WHEREAS, the Borough of Lansford is required to establish an Inspection Check List in compliance with the ICC 2006 International Property Maintenance Code, as adopted;

NOW, THEREFORE, BE IT RESOLVED, that Borough Council establishes the following check list for pre-inspection of residential rental housing inspection as follows:

The following matter are standard items for every inspection and property owners are advised to address them at the time of inspection in order to facilitate timely issuance of a Residential Rental License. Compliance with code provisions will be determined upon a case by case basis. The specific code compliance checklist is done in accordance with the 2006 International Property Maintenance Code and other building codes, as adopted:

- _____ 1. Smoke Detectors in operating order on every floor, including the basement and all sleeping rooms.
- _____ 2. Handrails and guardrails on all stairs exceeding three steps. Such handrails and guardrails should be firmly fastened.
- _____ 3. All doors must be open from the inside without the use of a key to permit unobstructed egress..
- _____ 4. Each Residential Rental Unit property address must be posted outside, and rooms inside, to be clearly visible by emergency personnel.
- _____ 5. Exterior and interior of the building. Structures and equipment must be properly maintained, (i.e. Foundation, beams and joists, roof, windows, gutters and downspouts, outside yard and areas maintained in a clean and sanitary condition, including grass cut and sidewalk snow removal.)
- _____ 6. Kitchen. Sink with hot/cold running water; stove in safe working condition; floor in good repair, clean and sanitary conditions required.
- _____ 7. Bathrooms, all plumbing fixtures maintained in working order free from obstructions, leaks and defects; approved sewage disposal system; an openable window or ventilation system available, sanitary conditions required.
- _____ 8. Thermal Standards: Heating facilities properly installed and capable of heating all habitable rooms. Kerosene or portable propane heaters are not permitted.
- _____ 9. Electrical Standards; Electrical services available; properly installed and maintained. Ground fault receptacles installed according to electrical codes.
- _____ 10. General Standards: Third floor units must have two (2) means of egress.
- _____ 11. Common Halls in multiple unit buildings must be lit.

RENTAL INSPECTION CHECKLIST

Property addressed below has been inspected under the
Lansford Borough Rental Property Ordinance and found to be

___ Compliant ___ NON-Compliant

Violation(S) MUST be addressed in 15 Days unless otherwise instructed.

Phone for re-inspection 570.645.0227

Date of Inspection: ___/___/_____

Property Address: _____

Code Official: _____

- | | |
|---|--|
| <input type="checkbox"/> GFI receptacles – KITCHEN | <input type="checkbox"/> Exceeds allowed occupancy |
| <input type="checkbox"/> GFI receptacles – Washing Machine | <input type="checkbox"/> Smoke Detectors in each Bedroom |
| <input type="checkbox"/> GFI receptacles – Bathroom | <input type="checkbox"/> Exterior roof or door repair |
| <input type="checkbox"/> Carbon Monoxide Alarm – 1 st Floor | <input type="checkbox"/> Handrails on all stairs |
| <input type="checkbox"/> Approve Fire Extinguisher – visible | <input type="checkbox"/> Exterior porch/deck repair |
| <input type="checkbox"/> Electric Service insufficient size | <input type="checkbox"/> Insufficient hot water |
| <input type="checkbox"/> Emergency Shutoff switch for furnace | <input type="checkbox"/> Insufficient heating |
| <input type="checkbox"/> Open junction or wire splices | <input type="checkbox"/> Improper heating appliances |
| <input type="checkbox"/> Worn-loose receptacle outlets | <input type="checkbox"/> Broken receptacles or switches |
| <input type="checkbox"/> Excessive use of extension cords | <input type="checkbox"/> Insufficient or nonfunctioning lighting |
| <input type="checkbox"/> Open sewer or untapped sewer | <input type="checkbox"/> Non-functional bath fixtures or drains |
| <input type="checkbox"/> Waste water discharge not to public sewer | <input type="checkbox"/> Missing window screens |
| <input type="checkbox"/> Dryer vent to outside | <input type="checkbox"/> Requires yard maintenance |
| <input type="checkbox"/> Basement smoke detector | <input type="checkbox"/> Requires Sidewalk repair |
| <input type="checkbox"/> Bedrooms – 2 receptacles in each room and light | |
| <input type="checkbox"/> Smoke alarms 2 nd and 3 rd floor level | |

Call for Re-inspection – INSPECTION FEE APPLIES

Inspector Comments: