

To: Property Owners in Lansford Borough
Residential Rental Housing, Licensing, and Inspection System

I am writing to you on behalf of the Borough Council of the Borough of Lansford.

The Borough of Lansford has adopted Ordinance No. 2023-06 and revised it with Resolution 2024-06 (both located at <https://boroughoflansford.com/rentals/>), which regulates rental properties within the Borough. Residential Rental License Applications are requirements for all rental units within Lansford Borough.

As the owner of rental properties, you are required to take the following actions:

Residential Rental License Application

- You are required to complete the Residential Rental License Application(s). All residential rental units, including but not limited to all apartments, houses, rooming units, dwellings, dwelling units, and multi-unit buildings must be registered with ARRO Consulting, Inc.

The annual residential rental license fee is as follows:

- **EACH DWELLING UNIT \$150.00** (\$25.00 payable to Lansford Borough & \$125.00 payable to ARRO Consulting, Inc.)
- **EACH ROOMING HOUSE UNIT \$100.00** (\$20.00 payable to Lansford Borough & \$80.00 payable to ARRO Consulting, Inc.)
- **EACH SLEEPING ROOM \$50.00** (\$10.00 payable to Lansford Borough & \$40.00 payable to ARRO Consulting, Inc.)

Deadline: May 31, 2024. If the annual license fee is not paid by the deadline a \$50.00 late fee will be due (an additional \$30.00 payable to Lansford Borough & \$20.00 payable to ARRO Consulting, Inc.) shall apply for each subsequent month until all fees are paid in full.

APPENDIX A – ADDENDUM Residential Rental Agreement

- Must be complete, signed, and attached to the Residential Rental License Application.

Requirements:

- **Proof of current insurance:** provide a copy of your insurance declaration page clearly showing the rental property address, issuance, and expiration dates. Please note that the ordinance indicates minimum coverage requirements.
- **Provide proof that the following utilities/bills are current and up to date:** trash/sanitation fees, water fees, sewer transmission fees, and sewer fees. Evidence such as the latest copy of the bill and a copy of the cancelled check submitted together or a statement or marked from the utility indicating paid up to date or zero balance.
- **If the property is delinquent as of 1/1/2024 with the school/municipal/county taxes.** Please provide evidence such as a copy of the bill and a copy of the cancelled check or marked from the tax assessment indicating paid up to date or zero balance.

Occupancy Changes:

- Upon any change in the occupancy of the rental unit(s) an updated Residential Rental License Application Form must be completed and sent to ARRO Consulting, Inc. within thirty (30) calendar days of said changes.

Corporate Headquarters - 108 West Airport Road, Lititz, PA 17543
P: (717) 569-7021 | www.arroconsulting.com

Inspections:

- The deadline for inspections to be performed and finalized for properties located on the **East Side of Tunnel Street** will need to be completed by **December 31, 2024**. The deadline for inspections to be performed and finalized for properties located on the **West Side of Tunnel Street** will need to be completed by **December 31, 2025**.
- Please contact ARRO Consulting, Inc. (570-366-9534) to schedule inspection(s).

Please complete the Residential Rental License Application and return the Application, Appendix A - Addendum, fees (both license fees as indicated by your choice on the application), and a copy of the required information indicated in the "Requirements" section on the prior page via mail to ARRO Consulting, Inc., 1239 Centre Turnpike, Orwigsburg, PA 17961 prior to May 31, 2024.

All Documents and Ordinances listed below are located on the Lansford Borough website at <https://boroughoflansford.com/rentals/>:

- 1 - Lansford Borough Rental Registration-Inspection Instruction Letter
- 2 - Lansford Borough Residential Rental Housing Licensing, and Inspection System Ordinance No. 2023-06
- 3 - Lansford Borough Resolution 2024-06 - Revising rental ordinance 2023-06
- 4 - Residential Rental License Application
- 5 - Appendix A – Borough of Lansford – Required Addendum to Residential Rental Agreement
- 6 - Lansford Borough Rental Unit Inspection Checklist

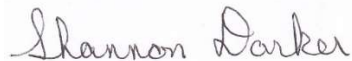
Any person who violates a provision of this Ordinance shall upon conviction thereof in a District Court be liable to pay the following penalties:

- 1) A First Violation on a lot or premises in a calendar year- a fine of Three Hundred (\$300.00) Dollars.
- 2) A Second Violation on a lot or premises in a calendar year- a fine of Four Hundred Fifty (\$450.00) Dollars.
- 3) A Third Violation on a lot or premises in a calendar year- a fine of Six Hundred (\$600.00) Dollars.
- 4) If an Owner fails to obtain a Residential Rental License that is required, a fine of Six Hundred (\$600.00) Dollars per unit shall apply.
- 5) For each week that a violation continues to exist after the time limit established for correction of the violation by a Code Enforcement Officer or designated Borough Official without the same having been appealed, shall constitute a separate offense for which the owner may be fined separately.
- 6) In addition, an eviction of Occupants of a Regulated Rental Unit may be required under provisions of this ordinance, and the Residential Rental License that grants the privilege to rent a Regulated Rental Unit may be revoked, suspended, or withdrawn.

If you feel this notice does not apply to your property, please contact our office at 570-366-9534 or arrorentals@arroconsulting.com to discuss.

If you have any questions, contact ARRO Consulting, Inc. at 570-366-9534 or arrorentals@arroconsulting.com

Sincerely,
ARRO Consulting, Inc.



Shannon M. Darker
Permit/Zoning Officer/Code Enforcement Officer

c: Borough of Lansford
Parcel Folder