

## **Lower Heidelberg Township**

720 Brownsville Road  
Sinking Spring, PA 19608  
610.678.3393

Dear Township Property Owner:

In 2010 Lower Heidelberg Township adopted Ordinance No. 290 requiring all residential units that are rented or leased to be registered with the Township and inspected every other year for compliance with the Township's adopted property maintenance code. The purpose of the registration is two-fold. First, the Board of Supervisors recognized a need for a comprehensive and organized inspection program of residential rental units within the Township to assure compliance with basic safety, health, fire and zoning regulations. Secondly, the Supervisors also recognized the need for an efficient system for correcting safety violations to properly maintain rental property within the Township.

A residential rental unit is defined as a room or rooms for one or more persons with independent living facilities provided for living, sleeping, cooking and disposal of human waste. Residential rental units include but are not limited to single-family dwellings, two-family dwellings or duplexes, multi-family dwellings (apartments), boarding houses, rooming houses, lodging houses, hotels and tourist houses.

All residential units must be registered and inspected within the following guidelines.

### ***Registration***

A registration fee of Fifteen Dollars (\$15.00) per unit will be required on an annual basis. The Township must receive a completed "Rental Unit Registration Application" and fee for each property by January 31<sup>st</sup> of each year.

### ***Inspection***

A bi-annual (every 2 years) inspection fee of Fifty Dollars (\$50.00) per residential rental unit will be required prior to the inspection. All residential rental units will be inspected by the Township Code Enforcement Officer for compliance with this and other Township ordinances or state laws on or before April 30 of the current inspection year.

New owners of residential rental property within the township will be required to furnish a completed application within thirty (30) days of the date of purchase. The associated fee will not be collected from a new owner during the year in which he acquires ownership of the rental property if the prior owner has paid all registration fees and complied with the requirements of this Ordinance.

### ***To begin this process, please do the following:***

1. Fully complete sections 1 – 7 of the attached Rental Unit Registration & License Application including the following:
  - ✓ Listing an emergency representative and their contact information
  - ✓ Current tenant name(s) & utility responsibilities
  - ✓ Street address and mailing address (if different) for each unit
  - ✓ Name(s) of all tenants and occupants
  - ✓ Contact info for tenants and occupants
  - ✓ Name/address/telephone # of owner

- ✓ Name/address/telephone # of designated property manager
- ✓ Dimensioned Floor Plan
- ✓ Signing and dating the application

***Please note that incomplete applications will be returned***

2. Complete the enclosed Scheduling Form
3. Send the completed registration and scheduling forms and registration/inspection fees to Lower Heidelberg Township within fifteen days of the date of this letter.

After we have received your completed rental application/registration form and the appropriate registration and inspection fees, you will be contacted to schedule the inspection of your property. To prepare for your inspection(s), please review the enclosed ***Inspection Guidelines***. After the property has been inspected, you will receive one of the following:

- A Certificate of Inspection certifying that your property is in compliance with the Township's Property Maintenance code. The certificate of inspection issued by the Code Enforcement Officer will expire on April 30 of the next bi-annual inspection year. Certificates are transferable to new owners and any tenant residing in a residential rental unit may request copies.

OR

- A Notification that a reinspection is required. This notice will include deficiencies to be corrected and the time frame in which they must be corrected. Please note that a reinspection fee will be required for each unit that requires reinspection, so please make every attempt to ensure that each unit is in satisfactory condition prior to our inspection.

If you believe the Township has incorrectly identified your property as a rental dwelling, complete and sign a Disclaimer of Rental Registration form and have the form notarized by a notary public. Make sure to include a detailed explanation of your reason for claiming this exemption. Forms may be obtained by contacting the Township Office or Kraft Code Services at 610.775.7185. Note that if a tenant is in a lease to own agreement for the property, the owner is the person who is listed on the property deed as is filed in the courthouse.

Failure to comply with any provision of this Ordinance may result, upon conviction, in fines of not less than One Hundred Dollars (\$100.00) but not more than One Thousand Dollars (\$1000.00), plus court costs and costs incurred by the Township, and in default of payment, to imprisonment for a term not to exceed thirty (30) days. A separate offense shall be deemed to have been committed for each and every day during or on which a violation occurs.

If you have any questions about these requirements, please contact Kraft Code Services at (610) 775-7185. Thank you for helping to make Lower Heidelberg Township a clean and safe place to live.

Sincerely,

***Board of Supervisors, Lower Heidelberg Township***