

Trappe Borough

525 West Main Street Trappe, PA 19426



Application for a

RESIDENTIAL RENTAL UNIT INSPECTION & LICENSE

Questions? Please contact
Trappe Borough
at 610-489-7181.



DIRECTIONS, QUESTIONS & ANSWERS

Residential Rental Unit Inspection & License Application

1. Complete the Residential Rental Unit Inspection & License Application Form.
2. Pay the required permit fee.
3. Submit items #1 to #2 to the Borough.

Q: I submitted an application. What happens next?

A: If no additional information is needed, the Borough will contact you or the Property Manager to schedule an inspection.

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Q: What happens if my rental unit fails inspection?

A: The building inspector will provide you with a list of all items that must be corrected. Owners then have thirty days to make the required repairs to have the rental unit re-inspected. There is no cost for this re-inspection. But if additional inspections are needed after this time, there is a \$75.00 fee for the third and each subsequent inspection.

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Q: I just received my Rental License. How long is this valid?

A: Rental Licenses are valid for three years from the date of issue, or until there is a change of occupants at the rental unit, whichever occurs first.

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Q: Where do I go to learn more about the Residential Rental Unit Registration & Inspection Program?

A: The program details can be found in Ordinance #408; contact Borough Hall at 610-489-7181 to request a copy.

Trappe Borough

525 West Main Street Trappe, PA 19426



RESIDENTIAL RENTAL UNIT INSPECTION & LICENSE APPLICATION FORM

**** Please complete one application form for each rental unit ****

Property Owner Information

NAME OF OWNER: _____

MAILING ADDRESS: _____
(not a Post Office Box)

PHONE: _____

E-MAIL: _____

SIGNATURE: _____ DATE: _____

Property Information

PROPERTY ADDRESS: _____

APARTMENT/UNIT NUMBER: _____

TENANT NAME: _____

TENANT DAY TELEPHONE: _____

TENANT EVENING TELEPHONE: _____

Property Manager * Information

** If the property Owner is not a resident of Trappe Borough, or does not reside within a 20-mile radius of the Borough, the Owner must designate a person to serve as a Property Manager. The Property Manager must reside in the Borough, or work on a daily basis within a 20-mile radius of the Borough.*

MANAGER NAME: _____

MAILING ADDRESS: _____
(not a Post Office Box)

DAY TELEPHONE: _____ FAX: _____

EVENING TELEPHONE: _____ E-MAIL: _____

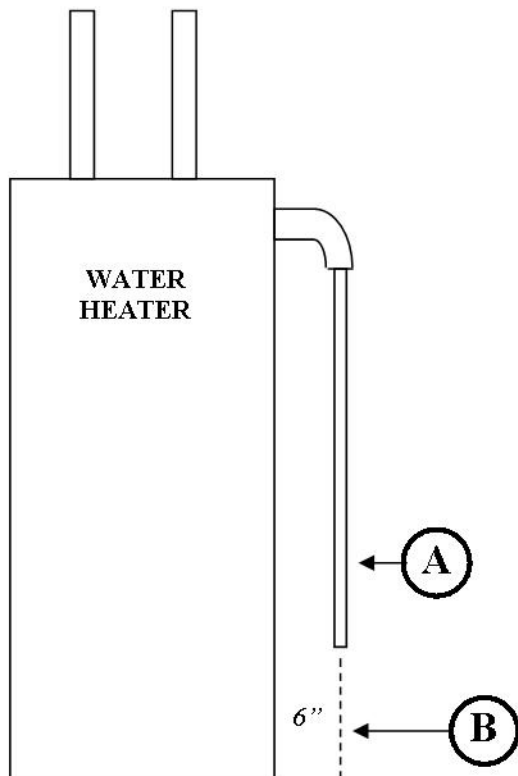


HERE ARE SOME OF THE COMMON ITEMS NOTED DURING A RENTAL INSPECTION

Please note this list does not include all items to be inspected. The inspection will be conducted in accordance to regulations pursuant to the Codes duly incorporated as the Pennsylvania Uniform Construction Code, and the International Property Maintenance Code, 2006 version.

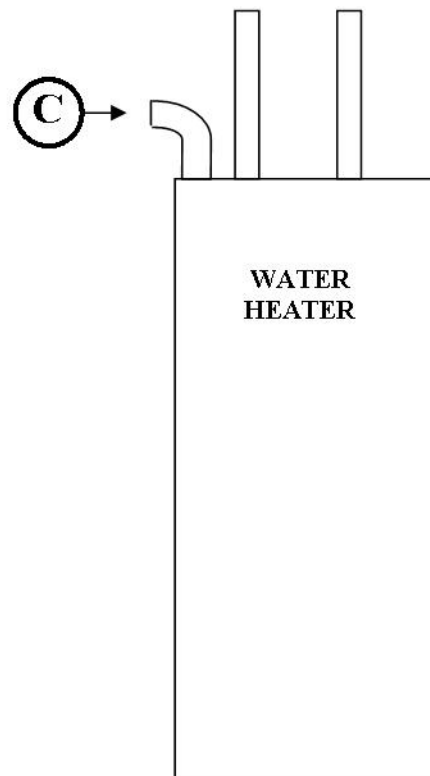
- handrails on at least one side of all stairways with four (4) or more steps
- guardrails on all decks that are 30" or more from the ground
- at least one (1) smoke detector on each floor, plus one (1) smoke detector in each bedroom (battery-operated smoke detectors are permitted in existing construction only)
- GFCI electric outlets on kitchen counters, bathrooms and laundry rooms
- street number address visible from the street, and with minimum 3" high letters
- the correct location for hot water heater and furnace relief valves (see below diagram)

RIGHT



- A** Relief valve must be piped to the drainage system or to another safe location, such as the floor (shown above).
- B** Any discharge pipe directed to the floor must be no more than six inches (6") above the floor.

WRONG



- C** Open relief valves are prohibited, as this presents a danger to people in the immediate area

**This also applies to
furnace relief valves.**