

Borough of Honey Brook

71 Pequea Avenue, P.O. Box 249

Honey Brook, PA 19344

610.273.2020

Code Enforcement

FOR OFFICIAL USE ONLY

Registration Fee \$ _____ Date _____

Inspection Fee \$ _____ Date _____

Re-Inspect Fee \$ _____ Date _____

2021 Rental Unit Registration & License Application

1. New Registration Renewal Change in Owner/Property Manager

2. RENTAL PROPERTY ADDRESS

Address: _____

Number of Units: _____ Type of Rental (Circle): Single-Family Duplex (2 Family) Multi-Family (3 or More Units)

3. OWNER INFORMATION

Name: _____ Business Name: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone Numbers: Day: _____ Email: _____

Cell: _____ FAX: _____

Emergency Representative: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Phone Numbers: Day: _____ Evening: _____

Cell: _____ FAX: _____

4. PROPERTY MANAGEMENT INFORMATION

Name: _____ Business Name: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Phone Numbers: Day: _____ Email: _____

Cell: _____ FAX: _____

5. RENTAL UNIT(S) INFORMATION *(Attach additional sheets as necessary)*

Unit or Apt # _____ Number of sleeping rooms in this unit: _____ Number of occupants: _____

List the names of all adult tenants and the number of children under 18 years of age:

Tenant phone number(s); Home - _____ Cell - _____

Unit or Apt # _____ Number of sleeping rooms in this unit: _____ Number of occupants: _____

List the names of all adult tenants and the number of children under 18 years of age:

Tenant phone number(s); Home - _____ Cell - _____

6. OWNER/AGENT CERTIFICATION

I hereby attest to the truth and accuracy of the information contained in this application and grant the Borough of Honey Brook permission to conduct any and all inspections required and affirm that all tenants of the subject property will be informed of required and scheduled inspections.

Printed Name: _____

Signature: _____ Date: _____

SCHEDULING FORM

Borough of Honey Brook

71 Pequea Avenue, PO Box 249

Honey Brook, PA 19344

610.273.2020

Property Owner: _____

For Property Located at: _____

Please complete this form and return it along with your Rental Unit Registration form and payment in the form of a check made payable to Borough of Honey Brook.

SCHEDULING OF INSPECTIONS:

Upon receipt of the completed Rental Unit Registration form, Scheduling form and fees, you will be contacted via phone to schedule a specific date and time for the inspection. Inspections will be conducted Wednesday or Friday between the hours of 8:30 a.m. - 4:00 p.m.

Please indicate the preferred day and time you are available to schedule inspection of the rental property. Every effort will be made to accommodate your request.

Phone number where you can be reached during the day: _____

If you have a preference for day and/or time, please check below:

Wednesday

Friday

Morning (8:30 -12:00)

Afternoon (12:00 - 4:00)

If you would like us to contact the tenant to schedule please list their name and phone number below:

FEE CALCULATION:

Inspection fee	Efficiency(1 bedroom, 650 sq feet or less)	_____ @ \$25.00	\$ _____
	1 Bedroom Apartment	_____ @ \$40.00	\$ _____
	2 Bedroom Apartment	_____ @ \$55.00	\$ _____
	3+ Bedroom Apartment	_____ @ \$75.00	\$ _____
	Single Family Dwelling	_____ @ \$100.00	\$ _____
		Total	\$ _____

Please note: All required registration and inspection fees must be paid prior to scheduling any inspections

If you have any questions, feel free to contact Kraft Code Services at 610.590.1471.

GENERAL GUIDELINES FOR RENTAL PROPERTY INSPECTIONS

The basic intent of the rental inspection is to ensure that the property is being maintained. In general, all existing items in or on the property must be operable and in good/safe condition. The following is intended to serve as general guidelines for the maintenance of residential rental property within the Borough of Honey Brook. Rental inspections may include, but are not limited to the following:

*Properties having fossil fuel-burning heaters, appliances, fireplaces, and/or attached garages

- One (1) carbon monoxide detector must be installed in the vicinity of the sleeping quarters
- One (1) carbon monoxide detector must be installed in the vicinity of any/all fossil fuel burning appliances

Smoke Detectors

- One (1) smoke detector must be installed on every level of a dwelling, including basements.
- One (1) smoke detector must be installed in each bedroom or sleeping area.
- One (1) smoke detector must be installed in every hallway outside of sleeping area(s).
- One (1) smoke detector must be installed in any attic with a fixed set of stairs

Doors

- Every interior and exterior door, door assemblies and hardware shall be maintained free of cracks, holes, peeling or flaking material and shall fit reasonably well within its frame and shall be capable of being opened and closed.
- Locks at entrances to dwellings are required.
- Locks, which require keys, special knowledge or effort to open from the inside, are prohibited.

Windows

- Every window shall be kept in sound condition; good repair and weather-tight.
- All glazing materials shall be maintained free from cracks, breaks and holes.
- Every window shall be easily openable and capable of being held in position by the window hardware (no broken sash cords).

Lighting

- Common hallways and stairways shall be lighted at all times.
- Every toilet room, kitchen, bathroom, laundry room, boiler room and furnace room shall contain at least one (1) electric light fixture.
- All other spaces shall be provided light sufficient to permit sanitary conditions and safe occupancy.

Exhaust and Ventilation

- Every bathroom shall contain a mechanical ventilation system or a window of required size.
- Clothes dryer and bathroom exhaust must be vented to the outside of the structure.

Interior surfaces, Walking Surfaces and Stairs

- All interior surfaces including floors, floor coverings, walls and ceilings shall be maintained in good, clean and sanitary condition.
- Every interior and exterior stair, ramp, landing, balcony, porch, deck or other walking surface shall be maintained sound, in good repair and be capable of supporting normally imposed loads.
- Every stairwell containing four or more risers shall contain a handrail of proper height and length.
- Every handrail and guard must be firmly fastened and capable of supporting normally imposed loads.

Plumbing

- Every dwelling unit shall contain its own bathtub or shower, toilet, bathroom sink and kitchen sink which shall be maintained in a sanitary condition and shall be capable of safely and effectively performing the function for which such plumbing fixtures are designed.
- Every plumbing fixture must be connected to an approved public or private water system.
- Water heater must have temperature/pressure relief valve with a relief pipe of proper size routed down to within 6" of the floor.

Heating

- All dwellings shall be provided with safe and approved heating facilities capable of maintaining a minimum room temperature of 65 degrees in all habitable rooms, bathrooms and toilet rooms.