

Marion Township  
4023 Conrad Weiser Parkway  
Stouchsburg, Pa 19567

## Registration and Inspection Application

Dear Property Owner/ Manager:

Dear Borough Property Owner/ Manager:

In 2024, Marion Township adopted Ordinance No.2024-1 and 2024-11. These Ordinance require all short-term and long-term residential units that are rented or leased to be registered with the Township every year. Additionally, all such rental units must be inspected for compliance with the Township's above ordinance and adopted property maintenance code. To begin this process, please do the following:

1. Fully complete and sign all the attached documentation included with this Rental Unit Registration & Inspection Application.
2. Send the completed registration and scheduling forms and registration/inspection fees payable to Marion Township.

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

After we have received your completed rental forms and fees, you will be contacted to schedule the inspection of your property. To prepare for your inspection(s), please review the enclosed Inspection Guidelines. It is our recommendation that you walk through your property to verify compliance with the inspection guidelines prior to the Municipal inspection. The inspection must be completed and a valid Certificate of Inspection issued for that calendar year. After the property has been inspected, you will receive one of the following:

- A Certificate of Inspection certifies that your property is in compliance with the Borough's Property Maintenance code. This certificate will expire **July 30<sup>th</sup>, of the annual rental calendar 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 via preferred email. This notice will include deficiencies to be corrected and the time frame in which they must be corrected. Please note that a reinspection is required, the reinspection fee is \$50 per unit for that require reinspecting, so please make every attempt to ensure that each unit is in satisfactory condition prior to our initial inspection. A Cancellation fee of \$25 will be Applied if the appointment is canceled without a 24-hour notice.

If you received this notice in error or have recently sold the property, please contact the Township or Kraft Municipal Group at 610-590-1471

Thank you for helping to make Marion Township a clean and safe place to live.

Sincerely,

***Marion Township***

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**RENTAL PROPERTY INFORMATION:**

ADDRESS: \_\_\_\_\_

Please select the applicable unit type:

# of Unit (s): \_\_\_\_\_ Type of Rental Unit: \_\_\_ Single Family \_\_\_ Duplex (2 Units) \_\_\_ multi-family (3 Units)

**OWNER INFORMATION:**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers: Day: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**PROPERTY MANAGER INFORMATION**

Name: \_\_\_\_\_ Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Numbers: Day: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**REQUIRED DOCUMENTATION**

The following documentation is required to be submitted as attachments to this Application. By checking each box below, you certify that you have submitted these documents with your application.

- Berks County Hotel Room Rental Excise Tax Certificate.**
- Insurance Certificate for Proof of General Commercial Liability Insurance naming Marion Township, Berks County PA as an Additional Insured.**
- COA / HOA Approval for the short-term rental if the premises are within a condominium or homeowner's association. If inapplicable, check here:**

**OWNER/AGENT CERTIFICATION:**

I hereby attest to the truth and accuracy of the information contained in this application and grant Marion Township permission to conduct any and all inspections (if required) and affirm that all tenants of the subject property will be informed of the required and scheduled inspections with twenty-four (24) hour notice. I hereby attest that each residential unit is occupied by not more than one (1) family as defined in the federal Fair Housing Act, as amended, and its regulations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

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**RENTAL UNIT (S) INFORMATION**

ADDRESS: \_\_\_\_\_

Unit or Apt \_\_\_\_\_ Number of sleeping rooms in this unit: \_\_\_\_\_

Number of Total Occupants: \_\_\_\_\_ # of Children \_\_\_\_\_

Names of all Occupants: \_\_\_\_\_

\_\_\_\_\_

Tenants phone Number (s): Home: \_\_\_\_\_ Cell: \_\_\_\_\_

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Unit or Apt \_\_\_\_\_ Number of sleeping rooms in this unit: \_\_\_\_\_

Number of Total Occupants: \_\_\_\_\_ # of Children \_\_\_\_\_

Names of all Occupants: \_\_\_\_\_

\_\_\_\_\_

Tenants phone Number (s): Home: \_\_\_\_\_ Cell: \_\_\_\_\_

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Unit or Apt \_\_\_\_\_ Number of sleeping rooms in this unit: \_\_\_\_\_

Number of Total Occupants: \_\_\_\_\_ # of Children \_\_\_\_\_

Names of all Occupants: \_\_\_\_\_

\_\_\_\_\_

Tenants phone Number (s): Home: \_\_\_\_\_ Cell: \_\_\_\_\_

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Unit or Apt \_\_\_\_\_ Number of sleeping rooms in this unit: \_\_\_\_\_

Number of Total Occupants: \_\_\_\_\_ # of Children \_\_\_\_\_

Names of all Occupants: \_\_\_\_\_

\_\_\_\_\_

Tenants phone Number (s): Home: \_\_\_\_\_ Cell: \_\_\_\_\_

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## SCHEDULING FORM

Please complete and return with payment

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 Marion Township.

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### SCHEDULING OF INSPECTIONS:

**Inspections must be conducted within 30 days of the date of application.**

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 Monday through Friday between the hours of 8:00 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:

Monday     Tuesday     Wednesday     Thursday     Friday

Morning (8:00 -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:**

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### FEE CALCULATION:

Registration fee due	Unit(s) _____	@ \$50.00	\$ _____
	Unit(s) _____	@ \$125.00	\$ _____
		Total due	\$ _____

**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 Municipal Group at 610.590.1471

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## **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 Marion Township. 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.
- Deadbolt locks shall be able to be opened readily from the inside without the need for keys, special knowledge or effort.

#### **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.
- 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

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**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.

**Electrical**

- A three-wire, 120/240-volt, single-phase electrical service having a rating of not less than 60 amperes, shall serve all dwelling units.
- Electrical systems and equipment and wiring shall be properly installed, wired and maintained in a safe and approved manner.
- Every habitable space in a dwelling must contain at least two (2) separate and remote receptacle outlets.
- Every laundry area shall contain at least one (1) grounded type receptacle or a receptacle with a ground fault circuit interrupter.

**Occupancy Limitations**

- All habitable rooms shall not be less than seven (7) feet in any plan dimension.
- Every bedroom occupied by one person shall contain at least 70 square feet of floor area, and every bedroom occupied by more than one person shall contain at least 50 square feet of floor area for each person thereof.
- Kitchens and non-habitable spaces shall not be used for sleeping purposes.
- No basement may be used for sleeping purposes unless; light, ventilation and egress standards are met.

**Rubbish Containers**

- All rubbish shall be disposed of by placing such rubbish in approved, covered containers.
- The owner of every occupied premises shall supply approved covered containers for rubbish.
- The owner of the premises shall be responsible for ensuring the removal of rubbish.

**Junk and Junk Vehicles**

- The exterior premises shall remain free of junk, trash, rubbish and garbage.
- Vehicles, which are not currently licensed or legally operable for roadway use, are prohibited from being stored on the exterior premises.

**Exterior Structure**

- All buildings shall contain address numbers plainly legible and visible from the roadway.
- Each separate unit shall be clearly identified.
- All exterior surfaces shall be maintained in good condition and be kept free of cracks, breaks, holes or loose or rotting materials.
- Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment.
- Peeling, flaking and chipped paint shall be eliminated and surfaces repainted.
- All structural members shall be free from deterioration and shall be capable of supporting the imposed loads.
- The roof and flashing shall be sound and not have defects, which admit rain, dampness or deterioration.
- All accessory structures including garages, fences and sheds shall be maintained structurally sound and in good repair.

**To avoid possible re-inspections and associated fees, we suggest the following:**

1. If there are any questions concerning any items that may or may not appear on this list, please call Kraft Municipal Group at 610.590.1471 prior to the inspection.
2. The landlord and/or tenant should perform a pre-inspection walk-through of the property.
3. Call for cancellations at least 24 hours prior to scheduled inspections.
4. Spare batteries, smoke detectors, carbon monoxide detectors, and light bulbs should be readily available to be installed during the inspection as needed.

**THIS LIST IS REFERENCED FROM THE INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC). THE IPMC IS THE OFFICALLY ADOPTED PROPERTY MAINTENANCE CODE OF THE BOROUGH OF WOMELSDORF.**