

UPPER DUBLIN TOWNSHIP

370 Commerce Drive
 Fort Washington, PA 19034
 Phone: 215-643-1600, ext. 3928



Application for Residential Housing License

Please type or print the following information:

Rental Unit Address: _____ Number of Bldgs: _____ No. of Units: _____
 Name of Owner: _____ Phone Number: _____
 * Street Address _____ Emergency Number: _____
 City, State, Zip: _____ Email Address: _____

* If owner does not maintain an office or reside in Upper Dublin Township, an agent must be appointed who either maintains an office or resides in Upper Dublin Township. (A tenant may serve as the agent.)

Name of Agent: _____ Phone Number: _____
 Street Address: _____ Emergency Number: _____
 City, State, Zip: _____ Email Address: _____

TENANT'S NAME	UNIT/APT #	PHONE NUMBER
_____	_____	() _____
_____	_____	() _____
_____	_____	() _____
_____	_____	() _____
_____	_____	() _____
_____	_____	() _____
_____	_____	() _____
_____	_____	() _____
_____	_____	() _____
_____	_____	() _____

 Signature of Owner or Agent Date _____

Remittance Address:
 Upper Dublin Township
 370 Commerce Drive Fort Washington, PA 19034
 Fax: 215-542-0797, tpushock@upperdublin.net

Upper Dublin Township

RENTAL HOUSING INSPECTION GUIDELINES

Listed below are some of the items that will be checked during the inspection of your rental property. Please use this list to prepare for your inspection and make the necessary corrections prior to your inspection date. This is only a general list, and is not intended to be a complete list of all potential deficiencies. Any deficiencies identified during the inspection must be corrected before the required certificate can be issued. Please call if you have any questions regarding the requirements (215-643-1600 x3922).

General

	<p><u>FIRE/SMOKE DETECTION:</u></p> <ul style="list-style-type: none"> · Smoke Detector <u>on each floor</u> of the residence, including basement. · Smoke Detector <u>inside</u> each bedroom. · Smoke Detectors must be less than 10yrs. old <p>Not required in unfinished attic. Smoke detectors can be battery powered; wireless communicating alarms are encouraged as they activate all alarms when smoke is detected in any alarm. You cannot remove any hardwired detectors if present. Photo-Electric smoke detectors are recommended over Ionization type</p> <ul style="list-style-type: none"> · Carbon Monoxide Alarm is required whenever heating, cooking or hot water is by a Fossil Fuel device, or there is an attached garage to the residence. Alarms should be installed as per the manufactures instructions outside the sleeping area · Fire Escapes (if present) must be maintained. · Outdoor grills must be 15 ft. away from the building and any other combustibles cannot be stored inside. Grills cannot be used or stored on balconies
	<p>PROPERTY ADDRESS must be posted on the building and clearly visible for emergency personnel from the street. If a mailbox is present at the curb, address should be posted there as well. Address numbers shall be at least 4” in height</p>
	<p>APARTMENT DESIGNATIONS: If structure contains multiple apartments, each should be identified on the door as appropriate (A, B, C / 1, 2, 3 / 1st fl 2nd fl 3rd fl)</p>
	<p>DOORS: All exterior doors have locks that operate from the inside without keys or special tools (thumb latch type). Sliding doors (if present) should open easily and have locking mechanism</p>
	<p>SCREENS are in at least one window in every habitable room and not torn or loose (May 15 through Oct. 1)</p>
	<p>APPEARANCE: Property is maintained in a clean and sanitary manner</p>
	<p>EXTENSION CORDS are not run under rugs, doorways, or through windows</p>
	<p>EXTERIOR OF BUILDING must be properly maintained: foundation, roof, windows, gutters, downspouts, etc. Exterior walls and surfaces must be protected by weather resistant coating (paint) and be free from deterioration</p>
	<p>THERMAL STANDARDS: Heating facilities properly installed and capable of heating all habitable rooms to 68°. Temporary/portable space heaters are not permitted to be used (electric, kerosene, propane)</p>
	<p>WINDOWS: All non-fixed windows must be operable, and stay in the open position without the use of an object to prop open</p>

Mechanical / Electrical

	FURNACE has been serviced by a Recognized Heater Contractor within the last 12 months, certification letter provided to inspector (Combustibles at least 18" away)
	ELECTRICAL PANEL BOX: breakers are labeled and the cover is in place
	WATER HEATER is not leaking and has proper down tube from pressure release
	FIREPLACE / GAS FIREPLACE (if present) must be inspected within the last 12 months and certification letter provided to inspector
	ELECTRICAL SERVICE: minimum 60 amps.
	LIGHT SWITCHES: All light switches and outlets must have cover plates
	TWO (2) RECEPTACLES are required in each habitable room
	ELECTRICAL JUNCTION BOXES should have covers, no exposed wires
	SUMP PUMPS must drain to the outside, not into a sink / sanitary sewer

Laundry Area

	GFI outlet required if there is a sink within 6'
	DRYER: vented to the outside with a rigid or flexible <u>metal</u> dryer pipe

Kitchen

	FIRE EXTINGUISHER (minimum rating of 1A:10-BC) in area visible to occupants. Replacement after 10 years or per manufacturer's specification
	OUTLETS WITHIN 6' OF WATER MUST BE GFCI
	FAUCETS AND DRAINS are free of leaks
	HOT AND COLD RUNNING WATER AT SINK

Bedrooms

	SMOKE DETECTOR located inside each bedroom
	WINDOWS: All windows are operational and not obstructed, and stay in the open position without the use of an object to prop open
	DOOR must close and latch

Bathrooms

	GFCI OUTLET: Bathroom contains a functioning GFCI outlet
	EXHAUST FAN is operational, or bathroom has an operable window
	FAUCETS, DRAINS, AND TOILETS ARE FREE OF LEAKS
	WALLS, CEILINGS AND SURFACES ARE FREE OF MOLD / MILDEW
	DOOR must close and latch
	HOT AND COLD RUNNING WATER AT SINK

Stairways (Interior & Exterior)

	STAIRWAYS: All stairways with more than four risers must have a firmly fastened handrail. Stairways must not be obstructed. Stairways must be lighted.
	GUARDRAIL: required at 30" or greater drop off
	BASEMENT STAIRS: must have guards in place

FAIR HOUSING - IT'S THE LAW.

DID YOU KNOW THAT:

- You can't steer families with children to certain units or floors in your building or demand that opposite sex children have separate bedrooms?
- People with disabilities have extra protections under fair housing laws?
- Per capita charges have been found to have a disparate impact on families with children?
- Unless a building or community qualifies as housing for older persons as defined by HUD, it may not discriminate based on familial status?

Title VII I of the Civil Rights Act of **1968** with the Fair Housing Amendments Act of **1988**, is called the Fair Housing Act. As a landlord or housing provider it is YOUR responsibility to follow fair housing laws. Pennsylvania also has housing anti-discrimination laws that may apply to you. Here is some basic information about the Fair Housing Act:

What Housing Is Covered?

The Fair Housing Act covers most housing. In some circumstances, the Act exempts owner-occupied buildings with no more than four units, single-family housing sold or rented without the use of a broker, and housing operated by organizations and private clubs that limit occupancy to members.

What Is Prohibited?

It is illegal to take any of the following actions based on race, color, national origin, religion, sex, familial status or handicap:

- Refuse to rent or sell housing
- Refuse to negotiate for housing
- Make housing unavailable
- Deny a dwelling
- Set different terms, conditions or privileges for sale or rental of a dwelling
- Provide different housing services or facilities
- Falsely deny that housing is available for inspection, sale, or rental
- For profit, persuade owners to sell or rent (blockbusting) or
- Deny anyone access to or membership in a facility or service (such as a multiple listing service) related to the sale or rental of housing
- Threaten, coerce, intimidate or interfere with anyone exercising a fair housing right or assisting others who exercise that right
- Advertise or make any statement that indicates a limitation or preference based on race, color, national origin, religion, **sex**, familial status, or handicap. This prohibition against discriminatory advertising applies to single-family and owner-occupied housing that is otherwise exempt from the Fair Housing Act.

Additional Protections for people with disabilities:

- Landlords must let a person with a disability make reasonable modifications to their dwelling or common use areas, at their expense, if necessary for the disabled person to use the housing.
- Landlords cannot refuse to make reasonable accommodations in rules, policies, practices or services if necessary for the disabled person to use the housing.

FOR MORE INFORMATION ON FAIR HOUSING LAWS OR TO ARRANGE TRAINING CALL THE FAIR HOUSING RIGHTS CENTER IN SOUTHEASTERN PENNSYLVANIA AT 215.576.7711 OR VISIT www.fairhousingrights.org