

Borough of Sharon Hill

250 Sharon Avenue, Sharon Hill, PA 19079 Phone (610)586-8200 Fax (610) 586-3991

Rental Dwelling License Application

Complete this application for each rental dwelling & submit an annual license fee of \$200.00 / \$40.00 each additional unit within a structure. Checks / Money orders paid to: *Borough of Sharon Hill*. Fee includes:

- License
- 1st inspection
- One re-inspection

All subsequent re-inspections are \$40.00 each unit. Inspections cancelled with less than 24hours notice will be counted as an initial inspection. **(NO EXECPTIONS)**

Rental Dwelling Address: _____

Property Type: ___ Single Family ___ Duplex ___ Multi Family ___ Commercial

Number of Rental Units: ___ Dwelling Units ___ Rooming Units

Are any units within this property owner occupied? ___ Yes ___ No

Definitions:

Dwelling Unit: Any habitable room located within a dwelling and forming a single unit which is used or intended to be used for sleeping, cooking, & eating.

Rooming Unit: Any room or group of rooms forming a single habitable unit used or intended to be used for living & sleeping, however not for cooking meals.

Property Owner: _____

!!!!!!If a business, a managing member of the entity must be listed (No exceptions)!!!!!!

Managing Member's name: _____

Address (**No PO Box**): _____

City: _____ State: _____ Zip: _____

ATTACH COPY OF PROPERTY OWNER'S DRIVER'S LICENSE.

Phone#: _____ Cell#: _____ Fax#: _____

Email Address: _____

Person Responsible for Maintenance & Management

Enter below the person responsible for maintenance and management of this property. This person must reside within 10 miles of Sharon Hill Borough.

Manager's Name: _____

Address (No PO Box): _____

City: _____ State: _____ Zip: _____

Phone#: _____ Cell#: _____ Fax#: _____

Email Address: _____

I ACKNOWLEDGE AND UNDERSTAND THE PROVISIONS WRITTEN IN THIS RENTAL LICENESE APPLICATION.

I CERTIFY THE ABOVE INFORMATION IS TRUE AND CORRECT AND UNDERSTAND ALL MAILINGS FROM SHARON HILL BOROUGH DEPARTMENTS, INCLUDING THE ANNUAL RENTAL LICENCE BILLING STATEMENT WILL BE MAILED TO THE OWNERS ADDRESS IDENTIFIED ABOVE.

ANY CHANGES TO ABOVE APPLICATION INFORMATION SHALL BE IDENTIFIED TO THE BOROUGH.

I acknowledge I must apply for a rental license every year I rent the property listed in this rental application & that completed application and payment is due by January 15th of each year. Initials: _____

Property Owner Printed Name: _____

Property Owner Signature: _____

Date: _____ / _____ / _____

NOTE:

ALL LIENS AND ABATEMENTS MUST BE SATISFIED (IN FULL) PRIOR TO RECEIVING A RENTAL LICENESE. IF THERE IS A LIEN ON THIS PROPERTY CONTACT THE BOROUGH OF SHARON HILL TAX ADMINISTRATOR, MRRS (MUNICIPAL RESOURCE RECOVERY SERVICES) www.mrrsllc.com

PHONE: (610) 565-1396

EMAIL: info@mrrsllc.com

Unit: _____

Accountable tenant information:

First & Last Name: _____

Total number of persons/ family members occupying unit: _____

List all tenants, relationship and ages under (18): *(Example – John Smith, son, 15)*

(First Name)	(Last Name)	(Relationship)	(Phone#)
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(First Name)	(Last Name)	(Relationship)	(Phone# or age under 18)
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Copy page 3 if more entries are required.

FRIENDLY REMINDER FOR LANDLORDS & RESIDENTS

RECYCLE WEDNESDAYS!!!! For information go to our website (sharonhillboro.com) and Facebook.

- Get **FREE** recycling bins from borough hall. (250 Sharon Ave. Sharon Hill, PA 19079)
- Do not place recycle items in plastic bags!
- **IF A COMMERCIAL SERVICE PICKS UP YOUR TRASH THIS DOES NOT APPLY.**

LITTER & WASTE!!!! Keep exterior property grounds free of trash.

TRASH PICK-UP!!!! Trash must NOT be placed out before 6pm the night before.

- Must use containers with lids.
- Construction material placed out for trash pick-up is not allowed and will not be picked up.

DISPOSAL OF MATTRESSES, BOXSPRINGS & UPOLSTERY

FURNITURE!!!! Must be wrapped with plastic for bulk trash pick-up which is the 2nd trash day of the week

ELECTRONICS!!!! Electronic placed out for trash pick-up is not allowed.

GRASS!!!! Keep grass below 10 inches.

- Do not blow grass clippings onto the street or a neighboring property.

SNOW!!!! Remove snow from all walkways at your property within 24 hours from when it stops snowing.

- Do not throw snow onto the street or a neighboring property.

PERMITS!!!! Permits must be obtained through the borough prior to any home improvement project. Call the borough at 610-586-8200 to confirm that you need a permit.

These ordinances are strictly enforced. Govern yourself accordingly.

!!!ATTENTION!!!

CITATIONS ARE ISSUED TO THE PROPERTY OWNER NO MATTER THE AGREEMENT BETWEEN THE LANDLORD AND TENANT.

§ 200-4 **Rental dwelling license; use and occupancy permits.**

A. Licenses and permits required; exception.

(1) Every person, firm, corporation or any other type of entity owning, managing or operating a dwelling unit and/or rooming unit shall not rent, lease, let out or permit the same to be occupied without first applying for and securing the following: An annual rental dwelling license for each occupied and/or vacant dwelling(s) issued pursuant to the provisions of this article and other applicable ordinances, rules and regulations enacted by the Borough Council.

(2) The above requirements for an annual rental dwelling license shall not apply to a residential owner-occupied individual dwelling unit with one additional unit (total of two units).

(3) A use and occupancy permit shall be required whenever there is a change of ownership or structural modification or structural addition to any residential structure or any commercial or industrial structure.

B. The appropriate Borough officials are hereby authorized and directed to process all applications for use and occupancy permits and rental dwelling licenses and, prior to the issuance of same, determine by inspection that all the requirements of this article and/or any other applicable ordinance, rules and regulations enacted by the Borough Council have been met. The fee for the application and issuance of any use and occupancy permit and rental dwelling license, as well as any fee for reinspection(s) of properties, shall be set from time to time at the discretion of Borough Council by resolution.

C. An operating license for all rentals, leased, subleased single- or multiple-family dwellings or rooming house shall be valid for a period of one year, unless revoked for noncompliance of any Borough ordinance or nonpayment of Borough sanitary sewer or trash collection fee, and such license shall be renewable for successive periods of one year from the original date of application for said license. Licenses shall not be transferable.

BOROUGH OF SHARON HILL

DEPARTMENT OF CODE ENFORCEMENT

Rental and U&O Check List

Items that are looked at when properties are inspected

- FULLY FUNCTIONAL KITCHEN
- FULLY FUNCTIONAL 3 PC BATHROOM
- GFCI RECEPTACLES ON ALL COUNTER TOPS WITHIN 6 FT OF ANY WATER SOURCE
- GFCI IN BATHROOM
- GFCI AT WASHER IF NEAR A LAUNDRY TUB
- SMOKE DETECTORS ON ALL LEVELS AND IN EVERY BEDROOM
- HANDRAILS AT STAIRWELLS ON ALL LEVELS WITH MORE THAN 3 RISERS
- ALL WINDOWS MUST OPERATE AND HAVE SCREENS
- ALL DOORS MUST OPERATE CORRECTLY
- ALL WALLS, CEILINGS AND FLOORS MUST BE IN GOOD CONDITION
- NO APPARENT DAMAGE TO ROOFING
- OVERFLOW PIPE ON HOT WATER HEATER AND HOUSE HEATER IF APPLICABLE TO DISCHARGE 6" FROM FLOOR
- ELECTRICAL SERVICE WIRE MUST BE IN GOOD CONDITION DRYERS MUST BE VENTED OUTSIDE
- FIRE EXTINGUISHER IN KITCHEN (IF RENTAL PROPERTY)
- ALL GUTTERS AND DOWN SPOUTS MUST BE CLEAR AND OPERATIONAL
- HOUSE NUMBERS AT FRONT 4INCHES HIGH (AND REAR OF ROW HOME OR REAR DRIVEWAY)
- ALL CONCRETE SIDEWALKS, WALKWAYS, APRONS AND CURBS MUST BE IN GOOD CONDITION
- DRIVEWAY & PARKING SPACES MUST BE PAVED IN CONCRETE OR MACADAM AND IN GOOD CONDITION
- GRASS, BUSHES & TREES TRIMMED AND MAINTAINED
- ALL TRASH AND DEBRIS REMOVED FROM PROPERTY
- ALL UTILITIES OPERATIONAL
- MUST SUPPLY TRASH RECEPTICAL WITH LID FOR TRASH
- MUST HAVE SEWER LATERAL INSPECTION WITH DOCUMENTATION (U&O INSPECTION)