



# WEST POTTS GROVE TOWNSHIP

980 Grosstown Rd Stowe PA 19464  
Phone No.: 610-323-7717 Fax No.: 610-323-4124  
Email: [info@westpottsgrove.org](mailto:info@westpottsgrove.org)  
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## Rental Property Registration Form - Residential

*Complete one form for each rental property, make additional copies if needed.*

*Complete the rental unit information sheet and tenant sheet. Please sign, and return to the Township Office along with a \$75 fee PER UNIT, and check made payable to "West Pottsgrove Township."*

**Rental Property Information:** \_\_\_\_\_

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

Number of rental units: \_\_\_\_\_

Number of units occupied: \_\_\_\_\_

Number of units vacant: \_\_\_\_\_

**Property Owner Information:** \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work/Cell Phone: \_\_\_\_\_

**Property Manager Information:** \_\_\_\_\_

*\*\*For out of state property owners – Manager or local Contact must have authorization to act on property related issues and be able to be onsite within thirty (30) minutes if needed. \*\**

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

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

E-mail Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work/Cell Phone: \_\_\_\_\_

**In accordance with the Code of the Township of West Pottsgrove, Chapter 7 – Buildings and Building Regulations, and Division 3 – Residential Rental Registration and Licensing Ordinance, we hereby submit a rental registration form for the above referenced property.**

The owner certifies that all information on this application is correct. The owner certifies that he/she understands all the applicable codes, ordinances, and regulations. Rental registration shall be made by the owner or lessee of the building or structure, or agent of either, in connection with the proposed work.

The owner certifies that the Code Enforcement Officer or Zoning Officer or their authorized representative for the Township shall have the authority to enter areas covered by such registration at any reasonable hour to enforce the provisions of the Codes and Ordinances applicable to such registration.

\_\_\_\_\_  
Signature of Owner or Authorized Agent

\_\_\_\_\_  
Print Name of Owner or Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Owner, Realtor, Property Manager)

|                   |                         |         |       |              |
|-------------------|-------------------------|---------|-------|--------------|
| OFFICIAL USE ONLY |                         |         |       |              |
| Fees Paid:        | Check #                 | Amount: | Date: | Received by: |
|                   | <div></div>             |         |       |              |
|                   | Township Approval _____ |         |       |              |

Inspection Date & Time: \_\_\_\_\_

### **WEST POTTS GROVE TOWNSHIP CHECKLIST FOR RESIDENTIAL RENTAL INSPECTIONS**

In order to expedite the issuance of your Rental License, please take the time to review the following items prior to inspection: **This list is provided as a courtesy, it is not all inclusive.**

1. Address (house numbers) must be visible from the street; numbers should be at least 4". These numbers must be mounted directly to the house in plain view; or mounted on both sides of your curbside mailbox.
2. Do you have an alarm system? Is it registered with the Police Department?
3. Did you install a pool, shed, accessory building or structure, an addition or finish your basement? If so, and you did not obtain a permit prior to the installation, you will be required to come to the Township Building and apply for one.
4. Smoke detectors are to be installed on each level of the residence, including one in each sleeping area (bedroom) and also outside of the sleeping area. If there is a basement in the residence, the detector should be installed at the bottom of the stairs. In all cases, avoid mounting the detector within one (1) foot of the wall if mounting on the ceiling.
5. **Sump pumps cannot be connected to the sewer line.** Pumps must discharge to the front or rear of the residence. If you do not have a neighbor on the side of your residence, then you may discharge there. The discharge may not go directly to the street, as icing can occur in the winter months.
6. All electrical switches, outlets and junction boxes must have covers on them. All electrical fixtures must be mounted. Any spliced wires must be placed in a junction box; no splices may be left exposed; all junction boxes need to be mounted properly. Service cables to your house meter, if frayed, must be replaced. All countertop surfaces, kitchens, bathrooms, laundry rooms and outside outlets **MUST** have **GFCI outlets** or controlled by a **GFCI breaker**.  
**(ALL ELECTRICAL WORK MUST BE DONE BY LICENSED ELECTRICIAN REGISTERED WITH PA HOME IMPROVEMENTS).** **The Electrician is the only person that can pull the electrical permit.**
7. Water heaters must have a blow down pipe. This pipe should be attached to the pressure relief valve; and extend within six (6) inches of the floor.
8. All plumbing is visually checked to make sure there are no leaks.
9. Stairways inside and out with four or more risers require guards on both sides and a handrail on at least one side, for the entire length of the stairway. Any porch, balcony or raised floor surfaces more than thirty (30) inches above the floor or grade shall have guards.
10. Replace any broken windows in the home and garage.
11. The recycle toter is part of the property and **MUST** be left behind.
12. A fire extinguisher with a **3.5ABC Dry Power** rating with a **hose and nozzle** must be left mounted in the residence.

13. Double cylinder (uses a key outside and inside) locks are not permitted on doors. Thumb latches permit faster egress in case of an emergency.
14. Visual inspection of all walls, floors, ceilings, and doors to make sure there are no holes.
15. **Heater certification is required (Cleaned & Serviced).**
16. If you have an attached garage, the door between the garage and the house must be a solid wood door or have a fire rating of at least twenty (20) minutes. Doors with windows are not acceptable.
17. Swimming pools with a depth of twenty-four (24) inches or more are required to have a barrier (fence) with a height of four (4) feet high surrounding the pool. An above ground pool is required to have locking steps or a locking gate. Must conform to all swimming pool regulations.
18. Pedestrian access gates shall open outward away from the pool and shall be self-closing and have a self-latching device. Must conform to swimming pool regulations.
19. All gas ranges shall be supplied with a gas shut off valve installed behind the range, and anchored down.
20. The structure shall be in a clean, safe and sanitary condition.
21. Sanitary Laterals must be in compliance with Township Code and Ordinances, and fully functioning and free of any blockages, breaks, or pipe defects.
22. **Sidewalk, Driveway Apron and Curb must be in compliance with Township Code. Sidewalk Blocks should not have any raised or broken blocks and provide a safe walking surface. The Apron area must be constructed of concrete, not asphalt, and be in good condition for proper vehicle access. The Curb between the property line and the street must be in good condition. These areas are the responsibility of the property owner to be maintained.**



Owner / Agent Name(s): \_\_\_\_\_ Owner / Agent Phone: \_\_\_\_\_

Local Contact Name (if owner lives out of State or more than a half hour away from property listed): \_\_\_\_\_ Local Contact Phone /Email : \_\_\_\_\_

[illegible]

**\*\*\*Property Owner / Landlord MUST provide a local contact if they are not available to provide an immediate response to on site matters. This person shall have the authority to authorize and/or address any issues that may be raised at the property listed.**



## West Pottsgrove Township

980 Grosstown Rd  
Stowe PA 19464-6124  
(610) 323-7717

### **§ 7-19 Rental License Required. [Ord. No. 2009-10, § 1, 12-16-2009]**

#### **A.**

The owner of each residential rental property shall register and license the rental property with the office of code enforcement of Township on or before January 31, 2010.

#### **B.**

No owner or agent shall own or operate a residential rental unit unless and until a current rental license for each specific unit and use thereof, has been issued to the owner or agent by the code enforcement officer pursuant to this article. Following the initial registration required under Section 7-19.A., and during the initial inspection phase-in period, an owner or agent may operate a residential rental unit prior to the issuance of a rental license by the code enforcement officer.

#### **C.**

The rental license required shall be valid for the calendar year for which it is issued or, if issued during the calendar year, for the remainder of such calendar year. The license shall be renewable for successive calendar years when the registered premises complies with the codes and all applicable regulations. The license shall be transferable and may be revoked at any time for noncompliance with the codes or any other applicable regulations.

#### **D.**

Every owner or agent owning or operating any building requiring a license shall, on or before January 31 of each year, register each building and all such residential rental units with the Township on forms provided by the code enforcement officer in the Township.

#### **E.**

Any owner or agent who transfers legal title to any building and/or residential rental unit, requiring a registration under Section **7-19** shall give notice of such transfer, in writing, to Township within five business days of having transferred ownership of such building and/or residential rental unit, and register with the Township as set forth in Section 7-17.A. I and pay the applicable registration fee.

#### **F.**

Every owner and/or agent of a licensed rental unit shall advise each occupant thereof, in writing, of the maximum number of occupants permitted in the leased premises.

#### **G.**

Each applicant for a rental license required by Section **7-19** shall, at the time of the application, pay an initial registration fee and license fee as may be determined by resolution of the Township (whether or not the residential rental unit is occupied at the time) and annually thereafter a renewal license fee as may be determined by further resolution (whether or not the residential rental unit is occupied at the time). The renewal license fee shall be due and payable on or before the 31st day of January of each year.

#### **H.**

No owner or agent may offer for rent or assist in offering for rent, by advertising or otherwise, any residential rental unit without first ascertaining that a valid license exists for such residential rental unit.

#### **I.**

Failure to register the residential rental unit with Township within 90 days of the effective date of this article or within 30 days following the purchase or conversion of a structure to a rental property shall constitute a violation of this article.