



## TOWNSHIP OF WARMINSTER

*Department of Licenses and Inspections*

### BOARD OF SUPERVISORS

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May 15, 2018

Re: Ordinance No. 2018-743

Dear Property Owner/Property Manager:

This correspondence shall serve as Notice that, on April 19, 2018, the Warminster Township Board of Supervisors passed Ordinance No. 2018-743. This Ordinance establishes a Residential Rental Housing Registration and Inspection Program. The purpose of this Ordinance is to protect and promote the public health, safety and welfare of the community by establishing requirements for proper maintenance of rental housing units. A complete copy of Ordinance No. 2018-743 is available at the Warminster Township building located at 401 Gibson Avenue, Warminster, PA 18974 and on the Township website at <http://warminstertownship.org>.

The Ordinance requires that each rental unit be subject to an inspection and have a Residential Rental Occupancy License issued. Each Residential Rental Occupancy License shall have one of the following terms:

- Single Family Dwellings (including townhouses and twins): Every 2 years
- Multi Family Condominiums Dwellings: Annually
- Multi Family Apartment Dwelling: Annually

Each Rental Unit shall be subject to a minimum of at least one inspection based upon the schedule established by the Municipality.

If you are receiving this correspondence, your property above has been determined to be eligible for this program. The purpose of this Notice is to provide a summary of responsibilities for property owners and tenants and to provide an overview of the Inspection Procedures.

### Property Owners Responsibilities

It shall be the duty of every Property Owner to keep and maintain the leased Premises in compliance with all applicable Codes and Ordinances of Warminster Township and all applicable state laws and shall keep the leased Premises in good and safe condition including all routine maintenance, lawn mowing, ice and snow removal, and shall promptly make any and all repairs necessary to fulfill this obligation.

Each Property Owner shall apply for, obtain and maintain in good standing a Residential Rental Occupancy License for each Rental Unit. (If a valid License has not been issued within the time-frame established by this Ordinance, or the License has been suspended or revoked, then the Rental Unit shall not be rented for residential use.) For your convenience a Residential Rental Housing Registration and Inspection Program Application has been provided with this correspondence. A separate Application shall be provided by the Property Owner for each Rental Unit.

Properties that are provided with buildings that contain locking entry doors (security doors) at entry points to the building shall include a rapid key access system as may be approved by the Fire Marshal.

Properties that are provided with buildings containing a fire suppression system shall have the system inspected and certified by an approved and qualified fire protection system contractor who is trained and experienced in the maintenance and inspection of fire suppression systems with a copy of the certification to be provided to the Municipality. Inspection and maintenance shall be in accordance with the appropriate NFPA Standard.

Properties that are provided with buildings containing a fire detection and/or alarm system monitored by a central station shall have the system inspected and certified by an approved and qualified monitoring system contractor who is trained and experienced in the maintenance and inspection of monitoring systems with a copy of the certification to be provided to the Municipality. Inspection and maintenance shall be in accordance with the appropriate NFPA Standard.

The Property Owner shall be responsible for ensuring that the Common Areas and the exterior of the premises are in compliance with all applicable Municipal ordinances.

The Property Owner or Owner's Agent shall permit, schedule and accompany the Municipal Enforcement Official on all inspections of Residential Units and Premises during normal business hours. Prior to the required inspection the Property Owner or Owner's Agent shall provide a minimum of three (3) calendar days advance notice to at least one adult Occupant of each Residential Unit of the time and date of the Inspection.

Each Property Owner of a Rental Unit shall notify the Municipality in writing within five (5) business days after any change in Ownership of the Property or of the number of Rental Units at the Property, and submit new contact information.

#### Tenant Responsibilities

Occupants shall collect and dispose of all rubbish, garbage, and other waste in a clean and sanitary manner, and dispose of same in such manner as may be designated by the Property Owner.

Occupants shall permit Inspections by a Municipal Enforcement Official of the Premises during normal business hours.

#### Inspection Procedure

Inspections will be conducted by the Municipal Enforcement Official. Inspection appointments will be scheduled by Warminster Township with the Property Owner or Owner's Agent. The Property Owner or Owner's Agent shall accompany the Municipal Enforcement Official on all inspections at the property.

A copy of the Checklist identified within Resolution No. 2018-14 is attached to assist the Property Owner in addressing items prior to the initial inspection and possibly avoiding any re-inspections. Items to be addressed will be identified at the time of the inspection and will be provided to the Property Owner or Owner's Agent. The Property Owner shall be responsible for taking the necessary action to address the items identified within the time period designated by the Municipal Enforcement Official. Failure of the Property Owner to correct the items within the established time period may result in a Violation.

The Property Owner shall have the right to appeal a decision, Notice or Order issued in association with Ordinance No. 2018-743 by filing an appeal with the Warminster Township Property Maintenance Board of Appeals.

## Fees

The Fees associated with Ordinance No. 2018-743 shall cover the cost associated with the initial inspection and one re-inspection any subsequent re-inspections will be charged an additional Fee. The annual fee for a Residential Rental License Permit shall be as provided in the Fee Schedule as fixed from time to time by Resolution of the Board of Supervisors.

Rental Units Application Fee:

Annual License Fee: \$100.00 per Dwelling Unit

Fees shall be payable to Warminster Township and remit to: 910 W. Bristol Road, Warminster, PA 18974. Please reference the Residential Rental Housing Registration and Inspection Program and the number of Regulated Rental Units with your payment.

Thank you for your full cooperation in establishing the Residential Rental Housing Registration and Inspection Program in Warminster Township and if you have any questions or require any additional information please contact the Department of Licenses and Inspections at 215-443-5423.

Amanda Zimmerman  
Assistant Township Manager  
Warminster Township

Cc: Property File



# TOWNSHIP OF WARMINSTER

## Department of Licenses & Inspections

910 W. Bristol Road • Warminster, Pennsylvania 18974 • (215) 443-5423 • Fax: (215) 443-7911

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### **ANNUAL RENTAL HOUSING APPLICATION INSTRUCTIONS**

Ordinance 743 (approved April 19, 2018) requires all rental units in Warminster Township be inspected and licensed by Warminster Township. Licenses are valid for a period of one calendar year (January 1 to December 31).

1. Submit *completed* application to Warminster Township Department of Licenses and Inspections. A completed application includes the following:

- Application fully filled out including tenant information and inspection preference sections.
- E-mail addresses **MUST BE PROVIDED**. All scheduling and issuance of licenses will be done via email.
- License fee of \$100 per rental unit. Checks may be made payable to "Warminster Township". Only checks and money orders are accepted.

#### **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

2. Schedule rental unit inspection with the Township.

- Township staff will review and make the best attempt at granting your preferred days and times when scheduling your inspection.

3. Inspections

- The property owner, resident agent or tenant must be present at the inspection to provide access to the premises to the Township Inspector. The property owner must provide a minimum of three (3) days' notice to at least one tenant over the age of eighteen (18) of the inspection date and time.
- The inspection check list is included in the application packet. Rental units who pass the inspection will be granted a rental license for the year.
- Rental units who do not pass the inspection on the first attempt will be required to fix all the items that did not pass and schedule a re-inspection. Re-inspections are subject to additional fees. Additional violation information can be found in Ordinance 743.
- License or deficiency letters will be email to the listed owner at the conclusion of the inspection.

**2018 APPLICATIONS ARE DUE BY JUNE 15, 2018**



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### 2018 ANNUAL RENTAL HOUSING APPLICATION

**EMAILS MUST BE PROVIDED.**

**ALL SCHEDULING AND ISSUING OF LICENSES WILL BE DONE VIA EMAIL**

#### 1. RENTAL PROPERTY LOCATION / ADDRESS (one address per application)

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#### 2. PROPERTY OWNER

Name	Mailing Address
City	State / Zip
Phone #	<b>E-mail</b>

#### 3. RESIDENT AGENT

Name	Mailing Address
City	State / Zip
Daytime Phone #	Evening Phone #
Daytime Address	
<b>E-mail</b>	

#### 4. CURRENT TENANTS (List all tenants over 18 years old)

Name	Phone #

#### 5. PREFERRED INSPECTION TIMES (Monday to Friday 8:30 am to 3:00 pm)

First Choice Day/Time
Second Choice Day/Time
Third Choice Day/Time:
Fourth Choice Day/ Time

**PLEASE NOTE:** Warminster Township will review your preferred inspection day of the week and time and make the best effort to accommodate your request. Once your application is processed, Township staff will call to schedule the actual date and time for the inspection. The landlord, resident agent, or tenant must be on site to provide access for the Township Inspector to the rental unit.

I hereby certify that I am the owner of record of the named property. I hereby attest to the information on this application to be accurate and true to the best of my ability. I agree to conform to all applicable laws of Warminster Township and certify that the code official or code official's authorized representative shall have the authority to enter areas covered by such license at any reasonable hour to enforce the provision of the code(s) applicable of such permit.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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<b>LICENSE APPLICATION REVIEW (Office use only)</b>	
Application Receive Date:	
Application Fee Receive Date:	Check Number:
Inspection Date:	
Inspection Results: PASS FAIL	
License Issued Date:	License Number:
Zoning District:	Parcel ID:



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### ANNUAL RENTAL HOUSING INSPECTION CHECKLIST

Ordinance 743 (approved April 19, 2018) requires all rental units in Warminster Township be inspected and licensed by Warminster Township. Resolution 2018-14 (approved April 19, 2018) provides the complete list of items that will be inspected prior to a rental license being issued. The inspection will include the following items:

#### Exterior

- \_\_\_\_\_ Sanitation: All exterior property and premises shall be maintained clean, safe, sanitary and free from any accumulation of rubbish and trash.
- \_\_\_\_\_ Grading and Drainage: All premises shall be graded and maintained to prevent the accumulation of stagnant water.
- \_\_\_\_\_ Sidewalks and Driveways: All sidewalks, walkways, driveways, parking spaces and similar areas shall be kept in a proper state of repair.
- \_\_\_\_\_ Weeds: All premises and exterior property shall be maintained free from weeds or plant growth in excess of the (10) inches.
- \_\_\_\_\_ Motor Vehicles: No unregistered and/or uninspected motor vehicle shall be present on any property. No motor vehicles undergoing major or minor repairs and/or body work shall be permitted at any time.
- \_\_\_\_\_ Street Numbers: Each building shall have a number displayed which is easily readable from the public right of way. All numbers shall be at least four inches (4") high and one-half inch (1/2") stroke.
- \_\_\_\_\_ Roofs and Drainage: The roof and flashing shall be sound, tight, and not have defects which might admit rain. Gutters and downspouts shall be provided.
- \_\_\_\_\_ Chimneys and towers: All chimneys and similar appurtenances shall be maintained in good repair.
- \_\_\_\_\_ Handrails and Guardrails: Each flight of stairs having more than four risers shall have a graspable handrail and every open portion of a stair, landing or balcony which is more than thirty (30) inches above the floor or grade shall have a guardrail not less than thirty (30) inches high with openings no more than 4".
- \_\_\_\_\_ Window and door frames: Every window, door and frame shall be kept in good condition.
- \_\_\_\_\_ Insect Screens: Each door, window and outside opening in any building containing habitable rooms shall be provided with tightly fitting screens (16 mesh per inch) and every swing door shall be provided with a self-closing device.
- \_\_\_\_\_ Basement Windows: Every basement window shall be provided with shields or storm windows to keep out vermin.
- \_\_\_\_\_ Accumulation of rubbish or garbage: The exterior of every structure shall be free from any accumulation of rubbish or garbage. Cans and dumpsters with lids and/or other closing devices in a quantity necessary shall be provided for all trash and rubbish.

- \_\_\_\_\_ Insect and rat harborage: All structures shall be kept free from insect and rat infestation.
- \_\_\_\_\_ Access walks and sidewalks: All access walks and sidewalks shall be maintained in good and safe condition to prevent accidents and tripping hazards.
- \_\_\_\_\_ Sanitary Vents: All sanitary vents, if present, shall be maintained and shall remain operable.
- \_\_\_\_\_ Electric Meters and Gas Meters: All electric meters and gas meters shall be maintained in good repair and shall be kept clear of weeds trees and other foliage.
- \_\_\_\_\_ Exterior lighting: All exterior lighting shall be maintained in good working condition.

### Interior (Common Areas)

- \_\_\_\_\_ Common halls and stairways/stair towers: Every common hall and interior stairway shall be lighted at all times and be kept clear of rubbish and trash. All stairs shall be provided with a graspable handrail and every open portion of a stair, landing or balcony which is more than thirty (30) inches above the floor or grade shall have a guardrail not less than thirty (30) inches high with openings no more than 4”.
- \_\_\_\_\_ Doors and frames at stairs: All doors and frames at all stair towers shall be maintained in good condition and shall be provided with latches and closers.
- \_\_\_\_\_ Mechanical Rooms: All mechanical rooms, boiler rooms electrical rooms shall be maintained clear of all debris, trash and rubbish. All existing fire separations shall be maintained in good condition.
- \_\_\_\_\_ Fire extinguishers: Portable fire extinguishers shall be located within all common areas and shall be properly installed and maintained in good condition, visible, operational and be provided with a current inspection tag.
- \_\_\_\_\_ Storage rooms: All storage rooms and locker areas shall be maintained in good condition, clear of all debris, trash and rubbish and all existing fire separations shall be maintained in good condition.
- \_\_\_\_\_ Carpets and flooring: All carpets and flooring shall be maintained in good and safe condition to prevent accidents and tripping hazards.
- \_\_\_\_\_ Exit signs and Emergency lighting: All exit signs and emergency lighting shall be maintained in good working order in both and power on and power out condition.
- \_\_\_\_\_ Clothes dryer exhaust: Venting system to be independent of all other systems and shall vent to the exterior. (If applicable)
- \_\_\_\_\_ Smoke Detectors/Fire Alarm System: Systems, devices and equipment to detect fire or smoke, actuate an alarm or suppress or control a fire shall be properly installed and maintained on every floor including basement.
- \_\_\_\_\_ All smoke detectors and fire alarm systems shall be maintained in good working condition.
- \_\_\_\_\_ Accumulations: No material shall be stored or allowed to accumulate in heater rooms or areas, stairways, doors, windows, fire escapes or any other means of egress.

## Interior (Unit)

- \_\_\_\_\_ Habitable spaces: Every habitable space shall be provided with at least one (1) operable window in every room.
- \_\_\_\_\_ Bathrooms and Toilet Rooms: Every bathroom and toilet room shall be provided with an operable window or mechanical exhaust fan venting to the exterior.
- \_\_\_\_\_ Clothes dryer exhaust: Venting system to be independent of all other systems and shall vent to the exterior. (If applicable)
- \_\_\_\_\_ Water closet accessibility: Every sleeping area shall have access to one water closet and lavatory without passing through another sleeping area.
- \_\_\_\_\_ Minimum ceiling height: Habitable spaces shall have a clear ceiling height of not less than seven feet four inches (7'-4"). Hallways, laundry areas, bathrooms and kitchens shall have a clear ceiling height of not less than seven feet (7'-0").
- \_\_\_\_\_ Plumbing Fixtures: All plumbing fixtures shall be properly installed and maintained. Sump pump must discharge to exterior of building. Sump pump shall not be connected to sanitary sewer system.
- \_\_\_\_\_ Kitchen Appliances: All kitchen appliances shall be properly installed and maintained in a safe and sanitary manner. All ranges shall be provided with anti-tip brackets.
- \_\_\_\_\_ Water supply system: Water supply system shall be properly installed and maintained.
- \_\_\_\_\_ Heating facilities in residential buildings: Heating facilities shall be capable of maintaining a room temperature of sixty five (65) degrees F.
- \_\_\_\_\_ Mechanical equipment: All mechanical equipment shall be properly installed and maintained and operational.
- \_\_\_\_\_ Electrical System: All electrical equipment and systems shall be properly installed and maintained. GFCI outlets shall be installed within 6'-0" of any water source.
- \_\_\_\_\_ Accumulations: No material shall be stored or allowed to accumulate in heater rooms or areas, stairways, doors, windows, fire escapes or any other means of egress.
- \_\_\_\_\_ Fire resistance ratings: The fire resistance rating of floors, walls, ceilings and other elements shall be maintained. Fire rated doors and 5/8" type "X" drywall shall be present between garage and living space. (If applicable)
- \_\_\_\_\_ Fire suppression systems: Fire suppression systems shall be properly installed and maintained.
- \_\_\_\_\_ Fire extinguishers: A 2 ½ pound ABC Portable fire extinguisher shall be located within each regulated dwelling unit.
- \_\_\_\_\_ Smoke detectors: Systems, devices and equipment provided to detect fire or smoke, actuate an alarm or suppress or control a fire shall be properly installed and maintained within every regulated dwelling unit.
- \_\_\_\_\_ Windows, Doors and frames: All windows, doors and frames shall be maintained in good condition. All windows shall be provided with screens to prevent insect infestation.
- \_\_\_\_\_ Entry Doors: All entry doors into units shall be provided with locks operable from the interior of the unit without a key.
- \_\_\_\_\_ Insect and rat harborage: All regulated dwelling units shall be kept free from insect and rat infestation.

\*Additional items to be corrected may be identified and noted at the time of the inspection.\*

\*Not all items may pertain to your rental unit.\*