

**NON-OWNER OCCUPIED PROPERTY**  
**APPLICATION AND REGISTRATION STATEMENT**

Date of application \_\_\_\_\_ Application #: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

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

Rental Property Address: \_\_\_\_\_

**MANAGING AGENT**  
**(Must be a resident of Lycoming County)**

Managing Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

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

**YOU MUST NOTIFY THE BOROUGH WITHIN 30 DAYS IF THERE IS A CHANGE IN THE CONTACT PERSON**  
**YOU MUST CONTACT THE CODES OFFICER TO SCHEDULE ALL INSPECTIONS (570) 322-0158**

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**TYPE OF RENTAL UNIT (Please check one)**

	Single Family Dwelling	\$50.00 per dwelling unit
	Double - 2 units side by side	\$35.00 per dwelling unit
	Duplex - 2 units above and below	\$35.00 per dwelling unit
	Multifamily - 3 - 6 units	\$35.00 per dwelling unit
	Multifamily - 7 units or more	\$35.00 per dwelling unit

\_\_\_\_\_  
Applicant's signature

**SEPARATE APPLICATIONS ARE REQUIRED FOR EACH BUILDING**

\*\*\*\*\***FOR BOROUGH USE ONLY**\*\*\*\*\*

District: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Fee: \_\_\_\_\_



**NON-OWNER OCCUPIED PROPERTY APPLICANT – TENANT INFORMATION  
COMPLETE ADDRESS INCLUDING APARTMENT NUMBER OR FLOOR NUMBER**

TENANT NAME: \_\_\_\_\_

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

TENANT NAME: \_\_\_\_\_

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

## **GUIDELINES FOR RENTAL INSPECTIONS**

These guidelines are for the elimination of substandard conditions in housing. The results achieved in the rental inspection should be the first concern for the health, safety and welfare of the occupant. The inspection covers the critical elements which must be corrected to receive an approval to occupy.

**EXTERIOR** – Siding shall be basically sound, no missing weather boards or bricks. No excessively peeling paint. Grass and weeds shall be cut.

**STRUCTURAL DEFECTS** – Foundations, walls, partitions, and all vertical supports for ceiling, roofs and porches. All serious defects shall be repaired or replaced.

**DRAINAGE** – All gutters and downspouts shall be free of defects and replaced where missing or damaged. All downspouts shall not be discharged in a manner that creates a public nuisance.

**CHIMNEYS** – All chimneys shall be structurally safe. Replace missing brick and deteriorated mortar.

**SIDEWALKS** - All excessively cracked or crumbling walks shall be replaced. All uneven walks shall be made safe.

**ACCESSORY STRUCTURES** – All accessory structures including garages, fences, and walls shall be maintained in good repair.

**EGRESS** – There must be a safe, continuous, and unobstructed means of egress from the interior of the dwelling.

**DOORS** – Missing or broken handles, latches, or any other hardware must be replaced or repaired. Screens or windows may not be broken, ripped or removed.

**STAIRS** – All stairs with four (4) or more risers shall have a handrail on one side. Broken or missing treads and risers shall be repaired or replaced.

**INTERIOR LIVING SPACE** – Living spaces shall be maintained in a clean sanitary condition. All interior walls, ceilings, and floors shall be free from large cracks, holes and bulging walls. No soiled walls or ceilings.

**WINDOWS** – Every window shall open and close easily and be capable of being held in position by a hold open device. No cracked or broken glass permitted. All windows accessible from street level shall have locks.

BATHROOM – Bathroom must have ventilation, natural or mechanical fan. Tub caulking should be smooth, clean and waterproof. One GFI receptacle is required.

SMOKE DETECTORS – There shall be at least one (1) hard-wired, battery back-up, interconnected smoke detector located close to the sleeping quarters, minimum of one (1) per level, counting basement. A non-inhabitable attic does not require a smoke detector.

PLUMBING – The plumbing system shall be free of leaks and clogs under sinks, toilets and water supply lines. Drain waste lines shall be free of leaks, clogs and all open lines shall be sealed shut to prevent sewer gas from leaking. All traps must be installed properly.

WATER HEATER AND FURNACE – Blow off valve must have blow off pipe connected and extended to within 6” to 8” off the floor. All exhaust pipes must be properly sealed a chimney or place of exhaust.

FURNACE – Sufficient heat must be available to maintain 65 degrees F between 6:30 A.M and 10:30 P.M. and not less than 60 degrees F during all other hours during the period between October 1<sup>st</sup> to April 15<sup>th</sup>.

WATER HEATER – Must be properly installed, maintained and capable of providing water at a temperature of not less than 100 degrees F, at every sink, lavatory, bath tub, shower and laundry facility.

ELECTRICAL SYSTEM – The electrical system that is visible to the eye will be checked for frayed wires, non-insulated wires, plates missing on junction boxes and open splices into wires. Each room shall have at least two (2) duplex receptacles remote from each other.

INSECT SCREENS – Insect screens must be available from May 1<sup>st</sup> to October 31<sup>st</sup>.

KITCHEN – Within six (6) feet of the kitchen sink, all receptacles shall be GFI receptacles.

LAUNDRY ROOM – Must have at least one (1) GFI receptacle in laundry machine location.

**THE ABOVE STANDARDS WILL BE APPLIED UNIFORMLY  
TO ALL RENTAL UNITS IN THE BOROUGH.**