

APPLICATION FOR RENTAL INSPECTION

Borough Ordinance 577

"All residential rental properties shall be inspected to assure compliance with the maintenance requirements and standards for such properties set forth in this ordinance. Such inspection shall occur each time the property changes ownership or tenants; provided, however, that no inspection shall be required within one (1) year of the issuance of a Certificate of Occupancy."

Application No.: _____ Initial Inspection Re-Inspection

Date of Application: _____ Fee Paid: \$ _____

Property Address: _____

Unit Number: _____

Property Owner: _____

Applicant Name: _____ Title: _____

Address: _____

Phone Number: _____ Emergency Phone Number: _____

Date Moving Permit Issued: _____ Fee Paid: \$ _____

Attached is a list of items which will be inspected for compliance during this site visit.

INITIAL INSPECTION FEE IS \$102.00/UNIT; RE-INSPECTION FEE IS \$30.00/UNIT.

INSPECTION FEES MUST BE SUBMITTED TO THE BOROUGH OFFICE PRIOR TO SCHEDULING INSPECTION DATE AND TIME. CHECKS SHOULD BE MADE PAYABLE TO THE BOROUGH OF COOPERSBURG.

I VERIFY THAT I HAVE RECEIVED A COPY OF THE LIST OF ITEMS WHICH WILL INSPECTED FOR COMPLIANCE.

SIGNED: _____

DATE: _____

RENTAL INSPECTION CHECKLIST

APPLICANT'S NAME: _____

ADDRESS: _____

INSPECTOR: _____ DATE: _____

NOTES: _____

EXTERIOR OF STRUCTURE

- | | |
|--|---|
| <input type="radio"/> GRADE | <input type="radio"/> PORCHES & DECKS |
| <input type="radio"/> FOUNDATION | <input type="radio"/> GUARDS & RAILINGS (30-36) FROM DECK TO TOP OF RAILING |
| <input type="radio"/> STEPS | <input type="radio"/> FLAKING PAINT |
| <input type="radio"/> SIDEWALKS | <input type="radio"/> WINDOWS, DOORS & SIDING |
| <input type="radio"/> ROOF / CHIMNEY | <input type="radio"/> GFCI (BUBBLE COVER IN WET LOCATIONS) |
| <input type="radio"/> GUTTERS & DOWNSPOUTS | <input type="radio"/> EXPOSED WOOD |

BASEMENT/GARAGE

- | | |
|---|--|
| <input type="radio"/> 15 OR 20 AMP GFCI (1 REQUIRED) | <input type="radio"/> SMOKE DETECTOR (BASEMENT) |
| <input type="radio"/> ELECTRICAL PANEL PROPERLY LABELED | <input type="radio"/> HANDRAILS(30-36) INCHES MEASURED FROM THE NOSE OF THE TREAD) 1 SIDE ONLY |
| <input type="radio"/> ILLUMINATION OF ELECTRICAL PANEL | |

LAUNDRY ROOM

- | | |
|---|---|
| <input type="radio"/> GFCI OR DEDICATED RECEPTACLE FOR WASHER | <input type="radio"/> WINDOWS /DOORS WORKING PROPERLY |
| <input type="radio"/> VENTING OF DRYER TO OUTSIDE | <input type="radio"/> HEAT SOURCE |
| <input type="radio"/> STANDPIPE PROPERLY TRAPPED | |

KITCHEN

- GFCIs (WITHIN 24 INCH/SINK EDGE)
- OUTLETS/SWITCHES WORKING PROPERLY
- SINK TRAPS
- VENT HOOD/EXHAUST
- FAUCETS WORKING PROPERLY
- WINDOWS /DOORS WORKING PROPERLY
- HEAT SOURCE
- DEAD BOLTS (THUMB TURN ONLY/INTERIOR)

LIVING ROOM

- WINDOWS WORKING PROPERLY
- (1) THERMOSTAT PER UNIT
- ELECTRICAL OUTLETS/SWITCHES WORKING PROPERLY
- HEAT SOURCE
- HANDRAILS (30 -36) INCHES MEASURED FROM THE NOSE OF THE TREAD) 1 SIDE ONLY

BATHROOMS

- GFCI (1 WITHIN 36 INCHES FROM EDGE OF BASIN)
- SHOWER, TUB & SINKS WORKING PROPERLY
- WINDOW OR MECHANICAL FAN WORKING PROPERLY
- HEAT SOURCE
- SINK TRAP

BEDROOMS

- ELECTRICAL OUTLETS/SWITCHES WORKING PROPERLY
- WINDOWS WORKING PROPERLY
- SMOKE DETECTOR (1) IN EACH BEDROOM
- HEAT SOURCE

MECHANICAL

- HEATING SYSTEM WORKING/VENTED PROPERLY
- HOT WATER HEATER/DRIPLET PIPE (6 INCHES FROM FLOOR)

NOTE: 1 SMOKE DETECTOR REQUIRED ON EACH LEVEL

✓ **INDICATES PASSING**

ALL REPAIRS AND RE-INSPECTION OF THE PROPERTY MUST BE COMPLETED WITHIN 30 DAYS OF THE ABOVE DATE OR BEFORE OCCUPANCY CAN OCCUR.

A re-inspection fee of \$30.00 made payable to The Borough of Coopersburg must be submitted prior to scheduling re-inspection date and time.