



**BOROUGH OF EDINBORO
BUILDING AND ZONING CODE DEPARTMENT**

124 Meadville Street / Edinboro, PA 16412
(814) 734-1812 ext. 130 / Fax (814) 734-4492
bfitzsimmons@edinboro.net

Application for Regulated Rental Unit Packet

RE: Regulated Rental Permit Cycle: August 15, 2015 to August 14, 2016

Dear owner,

**PLEASE READ THIS LETTER COMPLETELY DUE TO
MODIFICATIONS TO THE PROCESS AND PROCEDURES.**

Enclosed please find the Rental Permit Application packet for your property. The forms in this packet are the required forms for your permit. Please make sure that only the new forms are submitted. If old forms are submitted they will be refused and you will be advised to complete the proper form.

The Packet Includes:

- Rental Application Form - Revised
- Tenant Information Form - Revised
- Mechanical Safety Checklist - Revised
- Current Tenant Listing - Revised
- Snow Removal - Plow Driver Registration - New
- Carbon Monoxide Detectors - New

Please review and complete the application form and return it, with the appropriate application fee, to this office as soon as possible, but no later than July 17, 2015. Upon receipt of your application we will either issue the applicable permit or contact you for further information or clarification. If you do not have a complete tenant list established, please submit the application and forward the tenant list as soon as possible, but not later than September 1, 2015.

**** Whenever tenant status changes you should complete a new tenant listing form and submit to this office.**

What can delay or cause a revocation or non-renewal of your permit:

- ✓ Non-compliance with any of the following requirements:
 - The scheduling of inspections, §5-249.7.
 - The failure to abate a violation established during an inspection, §5-252.4
 - The submission of Mechanical Safety Checklist, due by Dec. 1st, §5-236.5.
 - The listing of a "Responsible local agent" when necessary, §5-249.2.
 - The submission of a current tenant list, §5-249.3.
 - Non-payment of established fees

Additional information:

- ✓ Inspections are performed in the presence of the owner or responsible local agent only. They are required at least every two years, but can be done at any time per the department's request.
- ✓ A fee will be assessed for any no show for a scheduled inspection.
- ✓ A fee will be assessed for re-inspections of each rental unit.
- ✓ A fee will be assessed for late applications or payment of invoices issued by the department
- ✓ If a "Notice of Violation" is issued to the tenant(s) a copy will also be submitted to the property owner and/or responsible local agent.

***NOTE: Submission of your application does not guarantee your receipt of a permit
- but initiates the process to review and approve the same***

**Providing your EMAIL address will expedite this process, as we will
Forward your permit or any questions to you immediately upon review.**

The issuing of the permit does not guarantee that you will hold the permit for the full cycle. If issues are found with the property, tenants, documentation and/or the like there may be cause for revocation of the permit. Late fees will be assessed on a monthly basis starting on August 16th. It is very important that all documentation submitted be legible or there may be a delay in the issuing of your permit. Please note when your inspection is due you should call to schedule prior to that date, contact Jackie at (814) 734-1812 x 139 on Monday, Wednesday or Friday.

If you should have any questions about the rental permits and the process, please feel free to contact the office at (814) 734-1812 x 130.

Sincerely,



Billie Fitzsimmons
Building & Zoning Administrator

Enc: Application / Tenant Information Form / Mechanical Safety Checklist / Tenant List
Plow Driver Registration / Carbon Monoxide Detector Code

Note: The total number of tenants should include adults and children listing all adults by name.

Note: Please post a copy of the Tenant Information Form at each property

Note: The previous form "Furnace Safety Checklist" / Mechanical Safety Checklist will not be accepted, please ensure that your HVAC representative has the new form MSCL20150429.

Note: Please provide the tenant form completed for each property - all updates must be submitted to this department.



BOROUGH OF EDINBORO - Building & Zoning Department

124 Meadville Street / Edinboro, PA 16412

(814) 734-1812 ext. 130 / Fax (814) 734-4492 / bfitzsimmons@edinboro.net

Application for Regulated Rental Unit

Property Address: _____

Parcel ID #: _____ Zoning District: _____

Property Owner: _____ Phone: _____

Address: _____

EMAIL: _____

Manager/Agent: _____

Address: _____

Phone & Email: _____

Rental Unit Status (circle): ☐ Existing ☐ New ☐ Student ☐ Non-Student ☐ Dorm

Number of Units: _____ Number of Tenants: _____ Inspection Due:

Required for issuance of Rental Permit:

- Completed Rental Permit Application with fee \$5-249 - Due by July 17th
- Current rental inspection. \$5-251-3.A
- Current "Mechanical Safety Checklist" submitted no later than DECEMBER 1st of each year. \$5.236-5
- Units must have all safety items (fire extinguisher, smoke detectors) in place and operable. \$5.245-2
- All rentals must have a Responsible Local Agent listed as requested above. \$5.249-2

The information provided on all of the Rental Application forms is complete and I understand that incomplete and false information can lead to the loss of the Rental Permit for the unit(s) that I am attesting to.

Owner / Agent _____

Date _____

Rental Application Fee:

\$.00

RTLAP20150429

Building & Zoning Department Only

Action: Approved ☐ _____ Denied ☐ _____ Additional Information Needed ☐ _____

Tenant List ☐ _____ Mechanical Inspection ☐ _____ Student Status ☐ _____

Administrator _____

Date _____

Permit Number: _____

Invoice Number: _____

Check # _____ Cash ☐ _____

Other _____



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Tenant Information Sheet – Review with Tenants – Post at Property

TENANT INFORMATION FORM

IT IS THE DUTY OF THE LANDLORD TO EXPLAIN THE LISTED RESPONSIBILITIES TO THE TENANT
AND POST THE BOROUGH RECYCLING NEWSLETTER IN ALL RENTALS.

§5-249. Owner's Duties

G. *Prohibited Provisions.* Except as otherwise provided by this Subpart, no rental agreement may provide that the tenant or owner agrees to waive or to forego rights or remedies under this Subpart. A provision prohibited by this subsection which is included in a rental agreement is unenforceable.

§5-303. Specific Activities Declared a Nuisance.

The following activities are deemed a nuisance and, therefore, in violation of this Part:

- A. The height of grass or weeds on private property that exceeds 8 inches.
- B. The storage of any non-operating motor vehicle on private property unless permitted by an established zoning ordinance.
- C. The improper storage and placement of recreational equipment (as defined) on private property. At no time shall recreational vehicles or equipment be stored in yard areas along street frontages or on right of ways. Boats in process of restoration or repair shall be kept only within enclosed garages.
- D. The placement or storage of larger commercial vehicles over 1 ton or busses or semi-trucks and/or semi-trailers or dump trucks in a residential zoned district.
- E. The exterior accumulation of garbage, rubbish, trash, junk items or recyclables on private property.
- F. The untimely placement or return of trash cans for regular trash pickup. (Placement after 5PM the evening before scheduled pick-up, removal of trash receptacles before 7PM the day of pick-up)
- G. The placement of indoor type furniture in yard areas and open porches.
- H. Dumping or placement of items such as leaves into open drainage ditches.
- I. An accumulation of clutter (as defined) in yard areas.

NO PARKING on any Borough Streets from 2:00 A.M. to 6:00 A.M. November 1 through April 15.

THIS UNIT'S OCCUPANCY LIMIT: This is regulated by the Borough of Edinboro Zoning Ordinance and shall be enforced accordingly.

NOISE DISTURBANCES: No occupant shall operate any sound generating electronic device at a volume which is plainly audible 50 feet away from the source. Noise disturbances which endanger the health or safety of humans, annoys or disturbs the ordinary sensibilities of a reasonable person or creates a nuisance to neighboring properties shall be subject to enforcement by the Edinboro Police Department.

SNOW & ICE REMOVAL: Pursuant to Borough Ordinances snow and/or ice is to be removed from sidewalks immediately, if practicable. If immediate removal is not practicable, then the Owner/Occupant of the premises shall immediately apply a non-skid material (rock salt, sand, cinders) in such a manner and in such quantity as to minimize the risk to pedestrians.

SWIFT911: Go to www.edinboro.net to add your contact info to emergency notification list so you can be contacted by phone, text message, and/or e-mail with important life/safety information and announcements.

TIF20150429



BOROUGH OF EDINBORO
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124 Meadville Street / Edinboro, PA 16412
(814) 734-1812 ext. 130 / Fax (814) 734-4492 / bfitzsimmmons@edinboro.net

Mechanical Safety Check List - Due by December 1st

Service Provider Name **: _____ Date of Work _____

Service Provider Address: _____

Service Provider Phone: _____ EMail: _____

Property Address: _____ Agent: _____

Property Owner: _____ Phone: _____

Pass	Fail	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please Check Appropriate Block

Electric Heating System

Fossil Fuel (coal, kerosene, oil, wood, natural gas, fuel gasses & other petroleum or hydrocarbon products, attached garage)

Heat Exchanger has been checked

Carbon Monoxide tested during operation of unit

Draw Flue Inspected

Wiring Inspected

High Limit Control

Pilot Safety Check

Particular Furnace Safety Devices

Filter replaced

Flame Roll Out

Hot Water Tank

Hot Water Tank - Flue

Hot Water Tank – CO Leak Test

Hot Water Tank – Pressure Release drop

Carbon Monoxide Detector

Remarks:

I certify that the above work has been completed by my company and the remarks stated are accurate and truthful. Furthermore, I understand the possible consequences of permitting any mechanical, electrical or I have notified the Owner of these circumstances.

Company Owner / Qualified Representative

** Ensure that the Companies "***Certificate of Insurance***" is on file with the Building & Zoning Department

* This is an annually required form that will be sent to rental property owners with their annual application packet and is due no later than **December 1st** of the current cycle.

- Non-compliance with this requirement can be cause for fines being assessed or the non-renewal of the rental permit.
- Inspections can be completed for this cycle after May 20th and before December 1st.



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Tenant Listing -
Must be completed and updated when any tenant status changes

Property Address: _____

Parcel ID # _____ Zoning District: _____

Property Owner: _____ Phone _____

Address: _____ Email: _____

Tenant			
Unit #		Student <input type="checkbox"/>	Non-Student <input type="checkbox"/>
Phone:			
License Plate # & State			
Lease Term:		to	

Reviewed:

Tenant			
Unit #		Student <input type="checkbox"/>	Non-Student <input type="checkbox"/>
Phone:			
License Plate # & State			
Lease Term:		to	

Reviewed:

Tenant			
Unit #		Student <input type="checkbox"/>	Non-Student <input type="checkbox"/>
Phone:			
License Plate # & State			
Lease Term:		to	

Reviewed:

Tenant			
Unit #		Student <input type="checkbox"/>	Non-Student <input type="checkbox"/>
Phone:			
License Plate # & State			
Lease Term:		to	

Reviewed:

Tenant			
Unit #		Student <input type="checkbox"/>	Non-Student <input type="checkbox"/>
Phone:			
License Plate # & State			
Lease Term:		to	

Reviewed:

Tenant			
Unit #		Student <input type="checkbox"/>	Non-Student <input type="checkbox"/>
Phone:			
License Plate # & State			
Lease Term:		to	

Reivewed:

I certify that the information provided on this document is true and correct. I understand that falsification or omissions of information can be cause for non-renewal or revocation of my Regulated Rental Permit. I further understand that whenever tenant information is changed I am responsible to submit updates t to the Building & Zoning Department.

Owner

Date

Additional copies of this form may be made by the owner/agent to ensure prompt updates are provided to the Borough of Edinboro.

TNL20150429



THE BOROUGH OF EDINBORO

BUILDING AND ZONING DEPARTMENT

124 Meadville Street, Edinboro, PA 16412-2502
(814) 734-1812 ext. 130 / Fax: (814) 734-4492
bfitzsimmons@edinboro.net

Registration of Plow Drivers

Plow Company: _____

Owner: _____

Owner Address: _____

Owner Phone: _____ Owner Email: _____

Driver: _____ License #: _____ State: _____

Driver Phone: _____ Driver Email: _____

Vehicle Information: _____
Make Model Color Plate #

Properties that you are plowing: _____

- ✓ With the submission of this form, please provide a certificate of Insurance to be kept on file with this registration.
- ✓ Each vehicle must have a separate application.
- ✓ License and registration are required with application.
- ✓ Must complete for each winter season.
- ✓ Please ensure this form is legible or the registration will not be completed.
- ✓ By signing below you are attesting that you have read and understand the ordinance and all information contained therein.

Owner / Agent

Date

Building & Zoning Department only

The information submitted was reviewed on _____ By: _____

This registration is for the _____ Season
Year to Year

§5-255. Carbon Monoxide Alarms.

1. *Carbon Monoxide Alarm Required.* Each Regulated Rental Unit, which uses a fossil fuel-burning heater or appliance, fireplace, or an attached garage, must have an operational, centrally located and approved carbon monoxide alarm installed in the vicinity of the bedrooms and the fossil fuel-burning heater or fireplace within 18 months of the effective date of this Subpart. For the purposes of this Subpart, "installed in the vicinity" means as manufacture's specifications.

2. *Carbon Monoxide Alarm Requirements in Regulated Rental Units.*

A. Owner responsibilities.--The owner of a any Regulated Rental Unit having a fossil fuel-burning heater or appliance, fireplace or an attached garage used for rental purposes and required to be equipped with one or more approved carbon monoxide alarms shall:

1. Provide and install an operational, centrally located and approved carbon monoxide alarm in the vicinity of the bedrooms and the fossil fuel-burning heater or fireplace.
2. Replace, in accordance with this act, any approved carbon monoxide alarm that has been stolen, removed, found missing or rendered inoperable during a prior occupancy of the rental property and which has not been replaced by the prior occupant before the commencement of a new occupancy of the Regulated Rental Unit.
3. Ensure that the batteries in each approved carbon monoxide alarm are in operating condition at the time the new occupant takes residence in the Regulated Rental Unit.

B. Maintenance, repair or replacement.--Except as provided in Subsection (A) supra, the owner of a Regulated Rental Unit is not responsible for the maintenance, repair or replacement of an approved carbon monoxide alarm or the care and replacement of batteries while the building is occupied. Responsibility for maintenance and repair of carbon monoxide alarms shall revert to the owner of the building upon vacancy of the Regulated Rental Unit.

C. Occupant responsibilities.--The occupant of each Regulated Rental Unit used for rental purposes in which an operational and approved carbon monoxide alarm has been provided must:

1. Keep and maintain the device in good repair.
2. Test the device.
3. Replace batteries as needed.
4. Replace any device that is stolen, removed, missing or rendered inoperable during the occupancy of the building.
5. Notify the owner or the authorized agent of the owner in writing of any deficiencies pertaining to the approved carbon monoxide alarm.