

West Hazleton Borough Rental Inspection Application

Phone: 570-270-3900

Fax: 570-270-3892

Fill out ONLY applicable blocks. If unknown, leave blank.
Information provided is for emergency purposes and is confidential.

Date: _____

Owner: _____ Phone: _____

Mailing Address: _____

Property Address: _____

Maximum Occupancy Per Unit: _____ Actual Number of Occupants: _____

Name of Current Tenants: _____

List Phone Numbers of each Tenant

Number of Tenant Spaces: _____ Is This Building Commercial or Residential? _____

Name of Property Manager: _____ Phone: _____

Emergency Contact: _____ Phone: _____

This inspection is for the following: (please circle one) **RENTAL** **SALE**

*** Fees for occupancy inspections are as follows: Residential Tenant Space -\$100

SUBMIT TO: (check or money order also payable to): West Hazleton Borough
100 South Fourth Street, West Hazleton, PA 18202

*****Inspection fees must be paid in full PRIOR to scheduling an inspection*****

*****This inspection is required with each change of tenant or biennially as per West Hazleton Borough Ordinance*****

I certify that the code administrator or the code administrator's authorized representative shall have the authority to enter areas required for this inspection at any reasonable hour to enforce the provisions of the code(s) applicable to such inspection. I also understand that this inspection is a visual, non invasive inspection only, and therefore hold harmless both BHW Construction Consultation Services, Inc., and West Hazleton Borough for anything that may happen within the property after the inspection.

Signature of Owner or Authorized Agent

Print Name of Owner or Authorized Agent

WEST HAZLETON BOROUGH

Rental Registration and Inspection Program

Pre-Inspection Checklist for Residential Property Owners

- ___ (1) Home/Apartment free of excessive clutter which would constitute a fire hazard or prevent movement through halls, stairs, doors, etc
- ___ (2) Any stairway with more than 4 stairs must have a hand rail
- ___ (3) Any walking surface more than 30" above the floor below must have an approved guardrail
- ___ (4) Smoke detectors must be installed and working:
 - Living area (not kitchen)
 - One for every floor/level of the residence (including attics and basements)
 - Inside all bedrooms
 - In the hall outside of bedrooms
 - Apartment buildings with more than 4 units must be hard wired or approved wireless detectors
 - Apartments above a business must be hard wired or approved wireless detectors
 - Dorms or college housing must be hard wired or approved wireless detectors
 - Carbon monoxide detectors are required (1 for each floor) when using coal, oil, gas etc heating
- ___ (5) Paths of entry into stairways must have 3-way switching so lighting can be turned on and off from both the top and bottom of the stairs. All stairways must be lit by a permanent light fixture
- ___ (6) Heating system must be in working order and must maintain 65°F from Oct 15 to May 16
- ___ (7) Hot water must be working with temperature not to exceed 120°F. Must provide reliable and consistent supply of hot water adequate for normal use
- ___ (8) Water heaters must have a discharge pipe installed on the pressure relief valve extending to 6" off the floor
- ___ (9) All electrical connections must be in breaker boxes with blank covers. Breakers must be labeled. Tenants must have free access to their own electrical panel
- ___ (10) Openable windows must open freely and must be able to stay in the open position without needing to be "propped." All glazing must be intact and weather-tight
- ___ (11) GFCI receptacles are required within 6' of sinks, at the laundry washer hook-up, and in all full bathrooms
- ___ (12) Bathrooms need an openable window, or a mechanical ventilation fan
- ___ (13) Every habitable space in a dwelling shall contain at least 2 separate and remote receptacle outlets
- ___ (14) Outlets must function normally when tested and be installed/maintained properly. Must have cover plate
- ___ (12) Attic bedrooms must have a 7' ceiling height for at least 1/3rd of required floor area

- ___ (13) Bedrooms located in attics or 3rd floors must be supplied with emergency ladders
- ___ (14) All bedrooms, including attic bedrooms, must have an egress window and have either a permanent heat source installed in the room, or must be maintained at the required temperature by heating sources in other rooms
- ___ (15) 3lb ABC fire extinguisher must be mounted in kitchen and must be charged
- ___ (16) Overcrowding: The number of persons occupying a dwelling shall not create conditions that, in the opinion of the code official, shall endanger the health, life, safety or welfare of the occupants
- ___ (17) All plumbing facilities / appliances must be properly installed, adequately maintained, and properly functioning. Plumbing must be free from leaks
- ___ (18) All electrical systems / appliances must be properly installed, adequately maintained, and properly functioning. All receptacles must have proper covers. No exposed, frayed, or damaged wiring
- ___ (19) All supplied and required cooking appliances (refrigerators, cooking appliances) must function properly
- ___ (20) All interior surfaces (walls, ceilings, floors, etc) must be sanitary and free from damage. All walking surfaces must be capable of supporting normal loads
- ___ (21) All exterior surfaces (roof, chimney, exterior walls, etc) must be intact and properly protected from the elements
- ___ (22) All exterior doors on rental dwellings must be equipped with a deadbolt. Sliding bolts are not approved. All deadbolts must be openable from the inside without requiring the use of keys or other tools
- ___ (23) All surfaces, interior and exterior, must be free from chipping, peeling, flaking paint

- ✓ **NOTE:** Please have your rental registration form correctly filled out and submitted prior to the inspection. Additionally, all inspection and registration fees must be paid before the inspection can be conducted.
- ✓ If your inspection fails, you will be charged \$25.00 per unit for a re-inspection.

Thank you for your cooperation,

Jacob Dohmen

Code Enforcement Officer

(570-501-0517)