



TOWNSHIP OF MOON

1000 Beaver Grade Road, Moon Township, PA
412.262.1700 Moontwp.us

RENTAL INSPECTION REQUEST FORM

Inspection Address: _____
Street *City* *State* *Zip*

Applicant's Name: _____
Name *Contact Phone No.*

Owner's Name: _____
Name *Contact Phone No.*

Owner's Address: _____
Street *City* *State* *Zip*

Owner's Email: _____

Requested Inspection Date *Time Requested* *Site Contact Person*

Inspection Type and Fees

- General** - Individual Dwelling Unit\$20
- General Inspection** - 3-6 Dwelling Units on same inspection\$50 Total Units _____
- Annual Inspection** - (Permit)- Over 10 Dwelling Units per lot\$50 Total Units _____

Make a check payable to: *The Township of Moon*
Mail to: *Moon Township Attn: Rental Registration 1000 Beaver Grade Road Moon Township, PA 15108*

Inspection Results

- Passed Conditional Partial
- Failed Not Ready Reinspection Required Violation Cleared

Conditions/Comments/Violations

Reinspection Date: _____ Passed Failed

Corrective Actions: _____

Offical Use Only

<i>Date</i>	20 - <i>Inspection Request No.</i>
<i>Application Fee</i> <i>Check No.</i>	<i>Permit Approved</i>

Inspector's Signature *Date*

RENTAL PERMIT AGREEMENT

TOWNSHIP OF MOON

In consideration of the issuance by the Township of Moon (the "Township") of a Building Permit, Zoning Permit and other permits for the property located at _____ and to the undersigned property Owner(s) or the Agent (the "Applicant"), the Applicant acknowledges that, in reviewing plans and specifications, in issuing permits and inspection work of the Applicant; the employees, consultants, elected or appointed official of the Township are only performing their duties to ensure compliance with the minimum requirements of the applicable ordinances of the Township and the Pennsylvania Uniform Construction Code pursuant to the police power of the Township, and are not warranting the Applicant or to any third party the quality of adequacy of the design, engineering or work of the applicant or their Agents or Contractors.

Applicant further acknowledges that although plan review and inspections will be provided, it will not be possible for the Township to review every aspect of the Applicant's design and engineering or to inspect every aspect of the Applicant's work. Accordingly, neither the Township nor any of its elected appointed officials, consultants or employees shall have any liability to the Applicant for defects or shortcomings in such design, engineering or work, even if it is alleged that such defects or shortcomings should have been discovered during the Township's review or inspection. Furthermore, the Applicant agrees to defend, hold harmless and indemnify the Township, its elected officials, consultants and employees from and against all claims, demands, actions, and causes of actions of any one or more third parties arising out of or relating to the Township's review or inspection of the Applicant's design, engineering or work done by Applicant pursuant to such permit or permits. All references in this Agreement to Applicant's design, engineering or work shall include such design, engineering and work, which is performed by the Applicant or by the Applicant's employees, agents, independent contractors, subcontractors or any other person or entities performing work pursuant to the issuance of the Building Permit, Zoning Permit and other permits by the Township.

Owner's Signature: _____ Date: _____

Name (Printed): _____

Owner's Signature: _____ Date: _____

Name (Printed): _____

Address of Permitted Work: _____

Permit No.: _____ Date Issued: _____

RENTAL PROPERTY AFFIDAVIT

TOWNSHIP OF MOON

As the Owner(s) or authorized agent of the rental property located at _____
(Street Address)

in Moon Township, Pennsylvania, I _____ agree that compliance verification
(Name, Title)

and permanent documentation has been accomplished for the following:

1. Batteries for all smoke detectors in each dwelling unit are replaced and tested annually.
2. Smoke detectors are installed in each sleeping room, outside each separate sleeping area, and on each additional story of all dwellings, including basements.
3. Portable fire extinguishers are installed and are available to all occupants, and are continually maintained in proper operating condition.
4. One carbon monoxide detector is installed in each dwelling unit.
5. All required fire suppression and notification systems are installed, tested and continually maintained in proper operating condition.
6. 4" high street numbers are posted on the building, and each dwelling unit is identified.
7. Heating facilities, mechanical equipment, electrical facilities, electrical equipment and appliances are continually maintained in proper operating condition.

Owner/Agent Signature

Owner/Agent Name (Printed)

Date

RENTAL PROPERTY REQUIREMENTS

TOWNSHIP OF MOON

Prior to occupying the dwelling unit, the Landowner, or Lessee shall be required to file an application for an inspection. The application fee is \$20.00 per unit or \$50.00 per 3-5 units and shall be filed with the Zoning and Code Enforcement Officer to request an inspection of the premises. The approved inspection is required *before* the dwelling unit is occupied.

The following are some of the requirements in the Moon Township International Property Maintenance Code. A complete description is available at <http://moontwp.com/ordinances.html>.

- Buildings shall have approved address numbers placed in a position plainly legible and visible from the street or road fronting the property. Numbers shall be a minimum of 4 inches high with a minimum stroke width of 0.5 inches.
- All sidewalks, walkways, stairs, driveways, parking spaces and similar areas shall be kept in a proper state of repair, maintained free from hazardous conditions.
- All exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.
- Except as provided for in other regulations, no inoperative or unlicensed motor vehicle shall be parked, kept or stored on any premises, and no vehicle shall at any time be in a state of major disassembly, or in the process of being stripped or dismantled.
- All premises and exterior property shall be maintained free from weeds or plant growth in excess of 10 inches. All noxious weeds shall be prohibited.
- All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.
- All exterior surfaces, including but not limited to, doors, door and window frames, cornices, porches, trim, balconies, decks and fences, shall be maintained in good condition. Exterior wood surfaces, other than decay-resistant woods, shall be protected from the elements and decay by painting or other protective covering or treatment. Peeling, flaking and chipped paint shall be eliminated and surfaces repainted.
- The roof and flashing shall be sound, tight and not have defects that admit rain. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions.
- All exterior doors, door assemblies and hardware shall be maintained in good condition.
- Every window, other than a fixed window, shall be easily openable and capable of being held in position by window hardware.
- All structures and exterior property shall be kept free from rodent harborage and infestation. Where rodents are found, they shall be promptly exterminated by approved processes which will not be injurious to human health.
- All systems, devices and equipment to detect a fire, actuate an alarm, or suppress or control a fire or any combination thereof shall be maintained in an operable condition always.
- Where it is found that the electrical system in a structure constitutes a hazard to the occupants or the structure due to inadequate service, improper fusing, insufficient receptacle and lighting outlets, improper wiring or installation, deterioration or damage, or for similar reasons, the code official shall require the defects to be corrected, or eliminate the hazard.
- All plumbing fixtures shall be properly installed and maintained in working order, and shall be kept free from obstructions, leaks, and defects and so that they can perform the function for which such plumbing fixtures shall be maintained in a safe, sanitary and functional condition.

ANNUAL RENTAL INSPECTION CHECKLIST

TOWNSHIP OF MOON

1000 Beaver Grade Road, Moon Township, PA 15108 • 412.262.1700 • moontwp.us

- Certified Copy of Flow Test Annual Inspection Report
- Certified Copy of Fire Alarm Inspection Report
- Certified Copy of Fire Extinguisher Yearly Inspection Report
- The address of property should be displayed on property visibly from the street. Buildings should be numbered if more than 1 (one) building is located in the complex.
- A walk-through inspection of each building will be conducted by the Fire Marshal
- Proper storage of any battery powered mobility devices, i.e., electric bicycles, 2 wheeled scooters, (recreational usage). Proper charging by manufacturers recommendations must be followed. These units will not be permitted to be stored in a manner that restricts any egress path from apartment or building. It is highly recommended that these types of devices be stored outside of the apartment building.
- Battery powered mobility devices used for medical or physical impairment patient mobility. Proper charging by manufacturers recommendations must be followed. These devices will not be permitted to be stored in a manner that restricts any egress path to the apartment or the building.
- There should be no additional excess batteries storage for battery powered mobility equipment in apartments or buildings.
- Each dwelling unit will be identified with a number or letter.
- Recommended that a Knox Box be installed at main fire department entrance with master key(s) to building.
 - Key or Code number for dwelling room access
 - Boiler Room, Mechanical Room access
 - Alarm Panel Reset Code
- Update Emergency Contact Information with Moon Police Dept and alarm monitoring company
- Fire Dept Connection, (if provided) access provided with no obstruction.
- Stairwell standpipe connection (if provided)
 - In operational condition
 - Proper discharge tread size (Pittsburgh 3.078x6)
- Exit signs present and operational.
- Fire doors operate properly and in good condition.
- Emergency Lighting present and operational
- The storage area will also be inspected.
 - Area free of clutter, garbage, rubbish
 - No hazardous or flammable storage product storage
- Laundry Room will also be checked.
 - Proper ventilation of equipment
 - Dryer lint properly cleaned out and discarded.
 - Free of clutter, garbage, rubbish
- Fire Lane properly marked and free of parked vehicles
 - Visible paint and or signage



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RENTAL REGISTRATION

Property Owner/Rental Agent: _____

Address: _____

Phone No.: _____ Email: _____

TENANT INFORMATION

Full Name: _____

Address: _____
Street City State Zip

Employer: _____

Employer's Address: _____
Street City State Zip

Date Moved In: _____ Date Moved Out: _____

LIST BELOW ALL OTHER OCCUPANTS OVER 16 YEARS OF AGE

Name	Employer

Moon Township Ordinance require all Owner/Agents of rental property to submit names and addresses of their occupants within thirty (30) days of occupancy.

Make a check payable to:

The Township of Moon

Mail to:

Moon Township Attn: **Rental Registration**

1000 Beaver Grade Road

Moon Township, PA 15108

RENTAL PROPERTY CHECKLIST

TOWNSHIP OF MOON

- Residential property contains one rented dwelling unit.
 - Complete, sign and submit "Rental Inspection Request Form"
(One application is required for each unit.)
 - Complete, sign and submit the "Rental Property Affidavit"
 - Complete, sign and submit the "Rental Permit Agreement"
 - Complete, sign and submit the "Rental Registration"
(One form required for each unit)
 - A \$20.00 fee is due with the submittal of application.
(Cash or Check – payable to "Township of Moon")
 - Submit and schedule inspection with Zoning and Code Enforcement Officer.
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- Rental inspections are required once every time prior to the changing of occupants.
 - Properties are required to be maintained in accordance with the Moon Township Code of Ordinances and the Moon Township Property Maintenance Ordinance § 5, Part 2 and 3 (can be viewed at <http://moontwp.com/ordinances.html>).

SECTION 113

RENTAL PROPERTY INSPECTION PERMIT

113.1 General. A rental property inspection permit, certifying that the use and structure is in compliance with this code and all other ordinances of Moon Township, shall be obtained before any change of occupancy may occur in a dwelling unit of a residential property let for occupancy (as those terms are defined in § 202 of this code), except as provided for annual permits in § 113.1.1 below. Prior to occupying the dwelling unit in which the change in occupancy is established, the property owner or lessee shall be required to make application for a rental property inspection permit, except as provided for annual permits in § 113.1.1 below.

113.1.1 Annual Rental Property Inspection Permit. In lieu of the individual dwelling unit permit established in § 113.1 above, the Code Official is authorized to issue an annual rental property inspection permit for a residential property let for occupancy which satisfies the following criteria:

1. The residential property let for occupancy contains more than 10 dwelling units per lot.
2. The property is not the subject of a current or pending Township code enforcement proceeding and/or notice of violation.
3. The property owner maintains detailed records and written documentation which verify that:
 - a. Portable fire extinguishers are installed and continually maintained in proper operating condition throughout the subject property in accordance with the requirements of the Township Construction Code, [Chapter 5, Part 1], including, but not limited to, § 906 of the 2009 International Fire Code, as amended.
 - b. Fire suppression systems (i.e., required sprinklers and fire hoses) are installed and continually maintained in proper operating condition throughout the subject property in accordance with the requirements of this code and the Township Construction Code [Chapter 5, Part 1], including, but not limited to, the International Fire Code implemented by the Township Construction Code.
 - c. Fire protection systems (i.e., fire alarms and smoke detectors) are installed and continually maintained in proper operating condition throughout the subject property in accordance with the requirements of this code and the Township Construction Code [Chapter 5, Part 1], including, but not limited to, § 704 of this code, and the International Fire Code implemented by the Township Construction Code.

These detailed records and written documentation shall be permanently kept

on file at the building/property that is the subject of the annual permit and shall be immediately available for review by the Code Official, or his/her designee, upon request. On not less than an annual basis, the property owner shall provide the Code Official with written certification and supporting documentation verifying compliance with these requirements.

Properties which are the subject of an annual rental property inspection permit shall only require an annual inspection unless the Code Official determines, in his sole discretion, that more frequent inspections are required.

113.2 Permit Application. Applications for a rental property inspection permit shall be submitted to the Code Official. This application shall include, among other things, the current address and telephone number of the property owner and the property manager, if any.

113.3 Issuance of Permit and Inspection. Prior to the issuance of a permit under this section, and as a condition precedent thereto, the Code Official, or his/her designee, shall inspect the premises and structure that is the subject of the change in occupancy. The Code Official shall issue a permit under this section once it has been determined that the subject premises and structure are in compliance with this code and all other ordinances of Moon Township.

113.4 Notice of Change in Occupancy to Township. In order to facilitate the inspection required by this section, the property owner shall notify the Code Official at least 30 days prior to any change in occupancy.

113.5 Notice of Change in Ownership. The current property owner shall notify the Code Official at least 30 days prior to any change in ownership or ownership structure of the subject property, and at that time provide the Code Official with the new/proposed property owner's address and telephone number. This notice of change of ownership shall be a condition of any permit issued under this section.

113.6 Notice of Property Owner Change of Address. The property owner shall notify the Code Official at least 30 days prior to property owner's change of address or telephone number, and shall at that time provide the Code Official with the property owner's new address or telephone number. This notice of change of address shall be a condition of any permit issued under this section.

113.7 Display of Permit. Any permit issued under this section shall be exhibited at any time on request of the Code Official, or his/her designee.

113.8 Revocation of Permit. Any property owner or lessee violating this section shall be subject to immediate revocation of his/her rental property inspection permit.

113.9 Enforcement Remedies. Any person who violates a provision of this section shall be subject to the violation penalties set forth in § 106 of this code, additionally the Township may direct the Moon Township Municipal Authority to cease water service to the subject property until compliance with this code and all other applicable Township ordinances is achieved.