

SINGLE DWELLING UNIT
RENTAL PROPERTY INSPECTION APPLICATION CHECKLIST

The residential rental property contains (1) one rented dwelling unit.

Complete Rental Inspection Request Application and submit it to the Building Inspectors Office for processing. One application required for each unit.

Submit a \$20.00 rental inspection fee (made payable to Township of Moon). Schedule inspection with the Moon Township receptionist.

Rental inspections are required once every time the occupant changes.

Properties are required to be maintained in accordance with the Moon Township Property Maintenance Ordinance, Chapter 147 (copies are available at the Moon Township Building Inspectors Office).

Complete, sign and submit the "Rental Property Affidavit" form.

Complete, sign and submit the "Permit Agreement" form.

Complete, and submit the "Rental Registration" form, one form required for each unit.

CHANGE OF OCCUPANCY INSPECTIONS FOR RESIDENTIAL RENTAL PROPERTIES

NOTICE TO: Landowners, Lessees and Agents

Prior to occupying the structure, 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 township to request an inspection on the premises. The approved inspection is required before the dwelling is occupied.

The following are some of the requirements in the Moon Township International Property Maintenance Code. A complete copy of the Moon Township International Property Code is available in the Moon Township Permits and Inspection Office.

- Exterior property areas kept clean & safe and sanitary conditions.
- Weeds, grass & shrubs to be cut and removed on a regular basis. All noxious weeds are prohibited.
- Free of rodent harborage and infestation.
- Fences and gates maintained and painted. Old dilapidated, damaged, unmaintained fences and gates must be removed.
- Free of motor vehicles that does not have current PA State Inspection.
- Sidewalks, steps, and driveways free from hazardous conditions, broken surfaces shall be replaced.
- All exterior surfaces of the structures shall be in good condition. Exterior wood surfaces shall be painted, free of peeling, flaking or chipping. Exterior shall be maintained weather resistant and water tight.
- All buildings shall have 4" street numbers posted to be visible from the street.
- Roof shingle materials in good condition.
- Rood drains, gutters, and downspouts shall be in good repair free from obstructions and working properly. Gutters must be cleaned out.
- Chimneys shall be structurally safe & sound and in good repair.
- Windows and doors shall be kept in sound condition, good repair and weather tight. Windows shall be easily operable and capable of being held into position by window hardware.
- The exterior and interior of the premises shall be kept free of litter, rubbish and garbage.
- Approved garbage containers with covers shall be required.
- The owner of the property shall be responsible for extermination of insects and rodents.
- Every bathroom and toilet room shall have an operable window and or a mechanical ventilation system.
- Smoke detectors shall be installed in each sleeping room and on each level of the dwelling.
- Keyed inside deadbolts are not permitted.
- Plumbing fixtures and system shall be maintained in a sanitary, safe working condition, free from obstructions, leaks and defects and be capable of performing the function for which plumbing fixtures are designed.
- Mechanical and electrical systems shall be properly installed and maintained in a safe working condition
- Every habitable space in a dwelling shall have at least two (2) separate and remote receptacle outlets. Every laundry and bathroom shall have at least one grounded type receptacle. New receptacles shall be grounded fault circuit interrupted protected.
- Fire extinguishers shall be available for all tenants.

Township of Moon

RENTAL INSPECTION REQUEST/REPORT FORM

(Date)

(Number)

Inspection Address: _____
(No.) (Street)

Subdivision/Project: _____

Applicant Name: _____
(Cell Phone No.)

(Mailing Address) (No.) (Street) (City) (State) (Zip)

Property Owner Name: _____
(Phone No.)

(Mailing Address) (No.) (Street) (City) (State) (Zip)

Date and Time Requested: _____

Time Inspected: _____ Site Contact Person: _____

Inspection Results: [PASSED] [CONDITIONAL] [PARTIAL] [FAILED] [NOT READY]
[VIOLATION CLEARED] [REINSPECTION REQUIRED]

Conditions/Comments/Violations: _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____

Inspector's Signature _____ Date _____

RENTAL PROPERTY AFFIDAVIT

As the owner or owners authorized agent of the rental property located at (address) _____ in Moon Township, Pennsylvania, I (name, title) _____

agree that compliance verification and permanent documentation has been accomplished for

- 1) annual testing of and annual battery replacement for all smoke detectors in each dwelling to assure continually proper operating condition
- 2) smoke detectors are installed in each sleeping room, outside each separate sleeping area in the immediate vicinity of the bedrooms, and on each additional story of all dwellings including basements.
- 3) Portable ABC type fire extinguishers are installed to be available to all occupants and are continually maintained in proper operating condition.
- 4) All required fire suppression and notification systems are installed, tested and continually maintained in proper operating condition.
- 5) 4" high street numbers are posted on building and each dwelling unit is identified.
- 6) Heating facilities, mechanical equipment, electrical facilities, electrical equipment, and appliances are continually maintained in safe proper operating condition.
- 7) One carbon monoxide detector is installed in each rental dwelling unit.

Owner / Agent Name (Print)

Owner / Agent Name Signature

Date

Township of Moon Permit Agreement

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 address,

_____ 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 require 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 to 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 acknowledged 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 any and 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 or issuance of a permit or permits, or arising out of or relating to the 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 _____

Print Name _____

Owner's Signature _____ Date _____

Print Name _____

Address of permitted work _____

Permit Number _____ Date Issued _____

RENTAL REGISTRATION

PROPERTY OWNER/RENTAL AGENT: _____
ADDRESS: _____

TELEPHONE NO. _____

TENANT INFORMATION:

FULL NAME: _____ SOC. SEC. NO. _____

ADDRESS: _____

EMPLOYER: _____

ADDRESS OF EMPLOYER: _____

LIST BELOW ALL OTHERS IN HOUSEHOLD OVER 16 YEARS OF AGE:

NAME: _____ SOC SEC NO. _____ EMPLOYER: _____

DATE MOVED IN: _____ DATE MOVED OUT: _____

MOON TOWNSHIP ORDINANCE, REQUIRES ALL OWNERS/AGENTS OF RENTAL PROPERTY TO SUBMIT NAMES, ADDRESSES AND SOCIAL SECURITY NUMBERS OF THEIR OCCUPANTS WITHIN 30 DAYS OF OCCUPANCY.

RETURN TO:
MOON TOWNSHIP MUNICIPAL BUILDING
MOON TOWNSHIP MANAGER
1000 BEAVER GRADE ROAD
MOON TOWNSHIP, PA 15108