

- 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>).

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.



# TOWNSHIP OF MOON

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

## RENTAL INSPECTION REQUEST FORM

### Official Use Only

_____ <b>Date</b>	_____ <b>Inspection Request No.</b>
_____ <b>Receipt No.</b>	_____ <b>Permit Approved By</b>

Inspection Address: \_\_\_\_\_  
Street City State Zip

Subdivision: \_\_\_\_\_ Lot No.: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_  
Name Contact Phone No.

Applicant's Address: \_\_\_\_\_  
Street City State Zip

Owner's Name: \_\_\_\_\_  
Name Contact Phone No.

Owner's Address: \_\_\_\_\_  
Street City State Zip

Date Requested: \_\_\_\_\_ 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. \_\_\_\_\_

\_\_\_\_\_  
Inspector's Signature

\_\_\_\_\_  
Date

# 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 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: \_\_\_\_\_



# TOWNSHIP OF MOON

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412.262.1700 ♦ moontwp.us

## 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.**

Return To:

Email: [wsteffes@moontwp.us](mailto:wsteffes@moontwp.us)

Fax: 412-262-5344