

City of Sharon, Pa. Non-Owner/Rental
License Application

Date _____

\$ 50.00 per unit up to 3
\$ 5.00 per unit for 4-20 units
\$100.00 per unit for 21-80 units
\$150.00 per unit over 80 units

New application _____ 2 Yr. Renewal _____

Landlords Full Name _____

Landlords Address _____

Landlords Phone _____

Property Address _____

Tenants name _____

Notice; Landlord, by making application to the City of Sharon for a license, consents to the City Code Enforcement Office entering the Landlord's rental unit(s) to complete the inspection as required by this ordinance.

Please call the Code Department (724-983-3230) to schedule an inspection for your unit or unit(s). You or your agent MUST be present for all inspections.

Upon receipt of the fully completed licensing application form, payment of the fees, completed inspection, the Code Enforcement Office shall, within ten (10) days, issue a license to the owner or local agent, except in the event that the dwelling or unit has been determined by the Code Enforcement Office to be in violation of this ordinance. The license shall be valid until re-application is required unless it is revoked or suspended pursuant to this ordinance. Upon expiration, the dwelling(s) or dwelling unit(s) shall not be occupied by a tenant as defined herein unless the landlord re-applies, and is granted, a new license as required by this ordinance. At least thirty (30) days prior to the expiration of the license, the Code Enforcement Office shall notify the Landlord of the same and that the Landlord must schedule a time and date for a new "initial inspection" as defined herein.

In addition, Amendment Section 829.29 (a) (6) of Sharon Codified Ordinance reads " No license may be issued if the applicant therefore owns any real property in the City of Sharon for which there exist either a final and unappealable tax or sewer delinquency on account of actions of the owner or a serious building code violation and the owner has taken no substantial steps to correct within six months following notification of the violation and for which fines or other penalties or a judgment to abate or correct were imposed by a court, including a district magistrate. It is the owners responsibility to notify tenants of the date of rental inspection.

***It is the Landlord's responsibility to keep the Code Office informed of any changes in tenants and notify the tenants of the scheduled inspection of the property. Submit paperwork to the Code Enforcement Office, 155 W. Connelly Blvd., Sharon, Pa 16146 prior to inspection. If you have any questions call (724)983-3230.**

Signature _____

RENTAL INSPECTION REPORT EXPLANATION

- EXTERIOR-
 - **Chimney**-Check for loose bricks that could be unsafe.
 - **Elec. Service**- Check to see that service cable is secured to the structure and in safe condition.
 - **Exterior walls**- All exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent *deterioration*.
 - **Roofs and Drainage**- The roof and flashing shall be sound, tight, and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or *deterioration* in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.
 - **Porch and steps**- Severely deteriorated porch/steps (fail). Hand rail needed with four steps or more.

- LIVING ROOM-
 - **One Window Open**- One window in the living room must be capable of opening and stay open. No stick, window hardware can be used to hold the window open, if it will not stay open.
 - **Windows**- Any window less than six feet from the ground must be secured. Missing, broken, dangerously loose, or cracked windows will fail.
 - **Electric**- Look for hazards; broken or frayed wires, loose fixtures hanging from electric wire, missing cover plates (fail if present).
 - **Wall/Floor and Ceiling**- If paint on ceiling or walls is noticeably loose and separating from the surface (fail). Do not fail painting surfaces that are basically intact. Holes are not acceptable in walls, floors or ceilings (fail).

- OTHER ROOMS AND SECONDARY ROOMS
 - Same as for living room (see above)

- KITCHEN-
 - **Windows**- Not required
 - **Permanent Light**- One permanent light fixture (fail if neither present nor working)
 - **Electric**- Required one outlet, GFCI's are not required.
 - **Plumbing**- Turn on hot and cold water both to check for leaks under sink, if leak is significant (fail). If it's a drip, record on inspection report.

- HALLWAYS AND STAIRS-
 - **Window-** If present check condition.
 - **Steps-** Make sure all parts of the stair way are in good shape and not in need of repair.
 - **Handrail-** No handrail (fail)
 - **Smoke Detector-** Need a smoke detector for each floor. (Test and fail if not working or missing).

- BEDROOMS
 - **One window opens-** One window in all bedrooms must be capable of opening and stay open.
 - **Window-** Any missing, broken, dangerously loose, or cracked windows will fail.
 - **Electric-** Need two outlets or one outlet and one permanent light. Both need to work.

- BATH
 - **Window or vent-** Need to have a window or vent to remove possible gases from bath.
 - **Electric-** Need one permanent light fixture, one outlet is required. Watch for hazards due to improper use of electric or oil heaters in bath.
 - **Plumbing-** Turn on hot and cold water both to check for leaks under sink. If leak is significant (fail). If it's a drip, record on inspection report.
 - **Wall/Floor/Ceiling-** Same as Living room.

- SECOND FLOOR EXIT
 - See if one of the open windows will exit onto a first floor roof. If not, is there a fire escape, fire ladder, or fire stairs?

- BASEMENT
 - **Smoke Detector-** Need a smoke detector in the basement or basement stairway. (Fail if not present or working).
 - **Handrail-** Need a handrail for four steps or more. (Fail if not present)
 - **Furnace-** Is the unit free from un-vented fuel into the living space. (Fail or not properly vented)
 - **Hot Water Tank-** Make sure the hot water tank has a pressure relief valve and discharge tube directed to the floor. If it is heated by gas, make sure it is vented properly to an outside source.
 - **Electric-** Check wiring in basement, all electric junction boxes need covers, no wiring should be exposed, covers needed on all electrical boxes and no wiring should create a hazard.