

RESIDENTIAL RENTAL UNIT CHECKLIST

This list is to assist you with the minimal code requirements of
OAKLAND BOROUGH

The following items will be inspected for rental unit code compliance:

- All properties must have four (4) inch numbers outside the property, in clear view of the street designating the correct street number of the property. (Must be in contrasting color).
- All exterior wood must be free of flaking and peeling paint.
- All exterior window caulk must be in good repair, no broken glass with sharp edges or holes permitted.
- Roof, chimney, foundation, and walls shall be maintained in good repair.
- Grading and drainage shall be maintained away from property as to not create a nuisance.
- Stairs, handrails, guards, windows and doors shall be maintained in good repair. (Each living area that contains a window, one must be operational)
- Interior and exterior of property must be in a clean, safe, and sanitary condition.
- Property shall be free of infestation and rodent harborage.
- Property shall have an adequate heating system.
- Smoke detector in each sleeping area, and outside the sleeping area. (Mounted on the wall or ceiling)
- One fire Extinguisher mounted between 48"-52" from floor to top of handle in the Kitchen near the point of egress.
- Egress shall be adequate and free of obstruction(s).
- An existing acceptable sixty (60) amp. Electrical service or greater with three (3) wire Service.
- All bathrooms, power room, laundry room, and kitchen within six (6) feet of a water source must be protected with a ground fault circuit interrupter receptacle. Also requiring a ground fault circuit interrupter; all garage receptacles and exterior receptacles. (Water tight cover is also required)
- Every habitable space in the dwelling shall contain at least two (2) separate and remote receptacle outlets. All junction boxes, switches and outlets must have covers.
- All electrical service panels shall be legibly marked to indicate its purpose.

OAKLAND BOROUGH PERMIT OFFICE

380 State Street, Susquehanna, PA 18847

Telephone Number: 570-853-3214 Fax Number: 570-853-3214

RESIDENTIAL RENTAL REGISTRATION AND LICENSE APPLICATION

Application is being made for the following:

- New Application for Residential Property Rental License Fee (per unit) \$100.00.
- Renewal of Residential Property Rental License Fee (per unit) \$100.00.

Must be Renewed on or before JANUARY 1, 2023

Payment to Oakland Borough must be made prior to license issuance.

INSTRUCTIONS:

1. Fill out application. Include information for each property you currently rent/lease, or intend on renting/ leasing. (This form may be copied for additional properties.)
2. Send Application and payment to: Oakland Borough, 380 State Street, Susquehanna, PA 18847. Check made payable to Oakland Borough. Fee: \$100.00 per unit. If the unit passes the first inspection, a \$50.00 refund will be sent to the owner. If the unit requires a second inspection for compliance, the \$50.00 will be used for the cost of the second inspection. There will a \$50.00 fee for each additional inspection. Applications are due to the Borough no longer than January 1, 2023.
3. Contact the Code Enforcement Officer at 570-853-3214 to schedule the inspection. It is the Landlords responsibility to schedule an appointment. If a second inspection is required for Non-compliance code issues, it is the Landlords responsibility to schedule a second inspection.
4. All final/ passing inspections must be completed by _____.

NO INSPECTION REQUIRED FOR THE CURRENT YEAR FOR ONE OF THE FOLLOWING:

- NON-RENTAL:** I do not rent my property in Oakland Borough or plan to in the next 12 Months.
- NO FURTHER INSPECTION REQUIRED** as there has been no change in ownership, Tenants or code violations at my rental unit since my last "passed" inspection:

Tenant Name(s) _____

- Rental Unit has obtained a current, passing HUD inspection with no changes in tenant or ownership and there has been no report or observed code violation regarding the rental unit. (HUD Inspection form must be provided or it will be treated as a failed inspection and will be immediately turned into the magistrate,)

The Code Officer, Fire Marshall, or other individual performing the aforesaid inspection is on a "Home-Inspector" as defined in Section 68 PA A.C.S.A. Section 7502. The aforesaid inspection will be based on observation of the visible and apparent condition of the structure and components on the day of inspection. The results of the said inspection is not intended to make any representation expressed or implied regarding the presence or absence of latent or concealed defects that are not reasonable ascertainable in the course of performance of said inspection. The Borough of Oakland or its agents or employees or anyone involved in making said inspections, makes no express or implied warranties including without limitation, the implied warranties of merchantability and fitness for a particular purpose of use regarding the inspected structure or components and such warranties are hereby excluded. In no event shall the Borough of Oakland, its employees, agents, or anyone involved in performing the aforesaid inspections are liable for any incidental or consequential damages relating to said inspections. Any deficiencies observed involving personal safety may be indicated as minor in terms of cost to repair but could nonetheless result in serious injury.

PROPERTY:

Tax Map Parcel# _____ Site Location: _____

of Units at Location _____ Date Property Purchased: _____

of Units at Purchase Date: _____ Current # of Units at Location: _____

Non-Rental Unit Certification: I certify this is not a Residential Rental Unit.

Signature: _____ Telephone/Cell Number: _____

Address of Dwelling	Description of Unit (Single, family, duplex, Commercial)	Occupied/Vacant	Name of Tenant (Head of Household with phone #)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Property Owner Information: (If transfer, list new property owner below. In case of partnership or corporation list information on all names of general partners, corporate officers and registered agent.)

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone/Cell Number: _____

Owner of Record in Corporation _____ Yes _____ No

Owner of Record Is a Partnership _____ Yes _____ No

If Owner is not a resident of Oakland Borough and resides beyond 20 miles of Oakland Borough, please provide authorized agent's individual information for acceptance of notices from tenant to issue receipts therefore, and accept / contract service of process on behalf of the record Owner.

Authorized Agent for Property:

Name: _____ Telephone: _____

Address: _____ Fax: _____

City _____ State _____ Zip Code: _____

Custodian/Janitor or Other Individual to Provide Regular Maintenance Service:

Name: _____ Telephone: _____

Address: _____ Fax: _____

City _____ State _____ Zip Code: _____

Current Tenants (attach listing if needed):

Unit/Apt #	Tenant Name(s)	# of Bedrooms	# of Baths
1.			
2.			
3.			
4.			
5.			
6.			

Owner/Agent Certification: I hereby certify that all the above information is true to the best of my knowledge, and belief. I am aware that if the foregoing information is willfully false, that I am subject to penalties and criminal prosecution.

Owner Signature(s): _____ Telephone: _____

Agent Signature(s): _____ Telephone: _____

*Upon the receipt of a fully completed application, including the list of tenants' names and the appropriate license fee, and provided that the owner is not in violation of the requirements of this chapter or any ordinance or code of the Borough, the Code Enforcement Officer shall issue a license for the property.

- An inspection is required each and every time there is a change in the tenant of record.
- Incomplete forms will be returned; license will not be issued until corrected.