

Township of South Heidelberg
555 A Mountain Road
Sinking Spring, PA 19608
610.678.9652

January 31, 2018

*****Please respond on or before February 28, 2018.*****
All registration and scheduling forms and payments
must be received by February 28, 2018.

«Owner_First_Name» «Owner_Last_Name»
«Owner_Street_Address»
«Owner_City», «Owner_State» «Owner_Zip»

RE: 2018 Housing License and Inspection for «Property Number» «Property Direction»
«Property Street»

Dear Township Property Owner:

On December 14, 2017 the Township of South Heidelberg enacted the Township of South Heidelberg's Ordinance No. 271 (which requires all residential units that are rented or leased to be licensed by the Township every year and inspected every other year for compliance with the Township's adopted property maintenance code). To begin this process, please do the following:

1. Fully complete sections 1 – 6 of the attached Rental Unit Registration & License Application paying particular attention to the following items:
 - ✓ Listing an emergency representative and their contact information
 - ✓ Current tenant name(s), utility responsibilities, and contact information
 - ✓ Signing the application

Please note that incomplete applications will be returned

2. Complete the enclosed Scheduling/Fee Form
3. Send the completed registration form, scheduling form, annual license fee (\$50/unit for the 1st 10 units + \$25/unit for 11+ units at the same property) and
4. Send the bi-annual inspection fees (\$75/unit for 1st 10 units + \$40/unit 11+ units at the same property) to the Township of South Heidelberg on or before **February 28, 2018.**

After we have received your completed rental application/registration form and the appropriate license and inspection fees, you will be contacted to schedule the bi-annual inspection of your property. To prepare for your inspection(s), which must be completed by **March 31, 2018**, please review the enclosed Inspection Guidelines. After the property has been inspected, you will receive one of the following:

- A Certificate of Inspection certifying that your property is in compliance with the Township's Property Maintenance code. This certificate will expire **April 30, 2020**. Certificates of Inspection are transferable to new owners upon written request. Any tenant residing in a residential rental unit may request a copy of the Certificate of Inspection upon written request.

OR

- A Notification that a reinspection is required. This notice will include deficiencies to be corrected and the time frame in which they must be corrected. Please note that reinspections will be charged \$50/00 unit, so please make every attempt to ensure that each unit is in satisfactory condition prior to our inspection. All reinspection fees must be paid prior to scheduling the reinspection. Property owners are responsible to schedule all reinspections.

Please take a moment to review the new Carbon Monoxide Alarm Standards Act information on the enclosed insert.

If you believe the Township has incorrectly identified your property as a rental dwelling, complete and sign a Disclaimer of Rental Registration form and have the form notarized by a notary public. Make sure to include a detailed explanation of your reason for claiming this exemption. Forms may be obtained by contacting the Township or Kraft Code Services at 610.775.7185. Note that if a tenant is in a lease to own agreement for the property, the owner is the person who is listed on the property deed as is filed in the courthouse.

Note: All residential rental units must be registered and inspected per Ordinance 271. Failure to comply with any provision of this Ordinance may result, upon conviction, in fines of not less than One Hundred Dollars (\$100.00) but not more than One Thousand Dollars (\$1000.00) and in default of payment, be imprisoned for a term not to exceed thirty (30) days. If you have any questions about these requirements or the inspection process, please contact Kraft Code Services at 610-775-7185.

Thank you for helping to make the Township of South Heidelberg a clean and safe place to live.

Sincerely,
South Heidelberg Township Supervisors