

# Rental Housing Permit Application Packet

For the Townships of  
College, Ferguson, Harris & Patton and  
the Boroughs of Bellefonte & State College



COMPLETED PACKETS MUST BE SUBMITTED TO  
THE MUNICIPAL ZONING OFFICE FOR REVIEW

**Centre Region Code Administration  
Rental Housing**  
2643 Gateway Dr, Ste 2, State College, PA 16801  
Phone: 814-234-3812

CRCA Website: [www.centregioncode.org](http://www.centregioncode.org)

## Procedure for Applying for and Retaining a Rental Housing Permit

1. When applying for a new rental permit or change the information on an existing permit, the application is the same. It is imperative to notify the Municipality and Centre Region Code Administration (CRCA) of any change in ownership or property management within 15 calendar days of the property transfer. Rental housing permits are transferable upon change of ownership, providing the permitted use has not changed. Failure to obtain a new permit or change information on an existing permit could result in legal action.
2. Rental housing permit applications are available at the municipal zoning office, CRCA office, online at [www.centregioncode.org](http://www.centregioncode.org), or the municipal websites. Please see page 3 for contact information for the municipal offices. **ALL APPLICATIONS MUST BE SUBMITTED DIRECTLY TO THE ZONING OFFICE OF THE MUNICIPALITY FOR REVIEW.** Centre Region Code Administration (CRCA) cannot accept applications without zoning approval.
3. All the required forms in the application packet must be completed and submitted. Incomplete applications will be returned, resulting in delays in the permit.
  - a. **Rental Housing Permit Application** – Please complete all sections of the form and sign.
  - b. **Property Grid** – Please complete the top section and the drawing at the bottom.
  - c. **Person In Charge Form** - If the property owner resides more than 25 air miles from the property, a person-in-charge who resides within 25 air miles of the property and is at least 25 years old **MUST** be indicated on the enclosed form. **Consent of the person-in-charge is required.**
  - d. **College Township Checklist** – If the property is located in College Township, please complete and return the College Township checklist items.
4. Completed rental housing permit applications must be **submitted directly to the municipal zoning office** for review. (see page 3 for municipal contact information)

**Applicable application fees are required with the submission of the application.** Payment should be made payable to the municipality. The zoning office will determine if the property is zoned for the proposed use, what the allowable occupancy is for new applications and record change of ownership or management for revised applications. **There are no application fees for Ferguson and Harris Townships or Bellefonte Borough.**

- a. **The Borough of State College** requires a \$25 application fee for new applications or any existing rental housing permit change. (Multiple units on the same tax parcel, one application, one fee).
  - b. **Patton Township** requires a \$20 application fee (per unit) for new applications or change of ownership only. (A single application can be submitted for multiple units on the same tax parcel)
  - c. **College Township** requires applications for all new rentals (Zoning Permits are not transferable). College Township will process a change of ownership as a “new” rental. College Township also requires annual renewals for short-term rentals. Fees for Long-Term Rentals are \$30 per unit, and Short-Term Rentals are \$130 per unit (*Example: Air B&B, weekend rental homes, etc.*). **Applicable fees must be included with the application and made payable to the College Township.** (A separate application must be submitted for each unit.)
5. Once municipal zoning approval is granted, the application will be forwarded to the Centre Region Code Administration. Once the submission is received, a rental housing inspector will contact the person-in-charge with notice of a housing inspection date and time. If the person-in-charge fails to be present within 10 minutes after the start time of the scheduled inspection, the inspector will assess a \$75.00 no-show fee.
    - a. The rental housing inspector will be inspecting the property for life, health, and safety issues. Please refer to the **Common Corrections List for Rental Housing** for additional information about the inspection process. All rental properties are inspected at least once every 36-months. The next regular inspection will be scheduled no later than 36-months from the last regular inspection, not the reinspection date.

- b. A **Fire Safety Certificate** shall be provided to all tenants at the beginning of each lease period and annually thereafter. The certification states that the smoke alarm(s), carbon monoxide detectors, and fire extinguishers have been installed and are functional at the beginning of the lease. It shall also include instructions on how to report deficiencies with fire safety systems. Please refer to the enclosed Fire Safety Certificate. A signed copy of the Fire Safety Certificate shall be maintained by the person-in-charge and made available to the tenant(s), Code official, or municipality upon request.
  - c. A **Tenant Notification Acknowledgement** form shall be provided to all tenants at the beginning of each lease period and annually thereafter. The person-in-charge shall provide all tenant(s) on the lease, information regarding their requirements, and a reference to the municipal ordinances. Please refer to the enclosed Tenant Notification Acknowledgment form. A signed copy of the acknowledgment form shall be maintained by the person-in-charge and made available to the tenant(s), Code official, or municipality upon request.
6. After a final inspection is complete, a rental housing permit invoice will be mailed to the “Billing/Property Manager” indicated on the application. When the bill is received, please review the information and notify the Centre Region Code Administration office immediately of any errors. Permit fees are billed annually. The fee is based upon the municipality and the type of rental unit. (please see page 4 for the fee information) Rental housing permits expire one year from the date of issuance.
  - a) A rental housing permit shall become null and void upon the permittee’s failure to submit the required rental housing fee. The property owner is subject to a citation for non-compliance for the unpaid rental housing fee. There will be no deduction in permit fees for partial annual permits. A late fee charge, of 20% of the base fee, per unpaid unit shall be imposed after the invoice due date and every 30 days thereafter. The rental permit will be considered willfully abandoned after 90 calendar days of non-payment.
  - b) A rental housing permit will not be issued or renewed until all outstanding reinspection, no-show, and annual permit fees have been paid.
7. A rental housing permit will be generated and mailed to the “Billing/Property Manager” indicated on the application after payment is received. Please review the permit for errors and contact CRCA if changes are required. Rental permits do not need to be displayed but must be made available to an inspector upon request.
8. The person-in-charge for rental properties will receive the notice of inspections, inspection reports, violation notices, warnings, fines, and other correspondence not listed above. **It will be the responsibility of the person-in-charge to forward this information to the owner of the property.**

**Zoning Office Information & Application Fees:**

State College Borough

Zoning Office  
243 S. Allen St.  
State College, PA 16801  
814-234-7193  
[www.statecollegepa.us](http://www.statecollegepa.us)

**(Application fee of \$25 per unit  
Payable to the Borough of State College)**

College Township

Zoning Office  
1481 E College Ave.  
State College, PA 16801  
814-231-3021  
[www.collegetownship.govoffice.com](http://www.collegetownship.govoffice.com)

(Long Term Rental Application fee of \$30 per unit)  
(Short Term Rental Application fee \$130.00 per unit)  
**Payable to College Township)**

Patton Township

Zoning Office  
100 Patton Plaza  
State College, PA 16803  
814-234-0271  
[www.patton@twp.patton.pa.us](http://www.patton@twp.patton.pa.us)

**(Application fee of \$20 per unit,  
Payable to Patton Township)**

Ferguson Township

Zoning Office  
3147 Research Dr.  
State College, PA 16801  
814-238-4651  
[www.twp.ferguson.pa.us](http://www.twp.ferguson.pa.us)

**(No application fee)**

Harris Township

Zoning Office  
224 E Main St.  
Boalsburg, PA 16827  
814-466-6228  
[www.harristownship.org](http://www.harristownship.org)

**(No application fee)**

Bellefonte Borough

Zoning Office  
236 W Lamb St.  
Bellefonte, PA 16823  
814-355-1501  
[www.bellefonte.net](http://www.bellefonte.net)

**(No application fee)**

**SEE REVERSE SIDE FOR LIST OF  
RENTAL HOUSING PERMIT FEES BY MUNICIPALITY – PAGE 4**

**Centre Region Code Administration (CRCA)**  
**Rental Housing Permit Fees – Annual Renewal**

(New Rentals - a bill will be mailed at the completion of the rental housing inspection)

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- **College Township:**

\$40.00 Apartment, house, townhouse, duplex or mobile home (per unit)  
\$35.00 Room (per unit)

**\*Effective 1/1/2021, College Township requires an annual renewal fee for ALL short term rentals of \$100.00 (per unit). This fee is in addition to the CRCA fee and must be included with the submittal of the application.**

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- **Harris Township:**

\$40.00 Apartment, house, townhouse, duplex or mobile home (per unit)  
\$35.00 Room (per unit)

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- **Ferguson & Patton Townships:**  
**(Includes \$3.00 ordinance enforcement fee)**

\$43.00 Apartment, house, townhouse, duplex or mobile home (per unit)  
\$38.00 Room (per unit)

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- **State College Borough:**  
**(Includes \$22.00 State College Borough ordinance enforcement fee)**

\$62.00 Apartment, house, townhouse, duplex or mobile home (per unit)  
\$57.00 Room (per unit)  
\$45.00 Fraternity (per room fee). (Includes the CRCA fee of \$35.00 plus the State College Borough ordinance enforcement fee of \$10.00 per room.)

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- **Bellefonte Borough:**  
**(Includes \$2.00 Bellefonte Borough administrative fee)**

\$42.00 Single dwelling unit, townhouse, mobile home, apartment or duplex (per unit)  
\$37.00 Lodging house, boarding house, tourist home or room (per unit)



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**Application Tracker  
 (CODE OFFICE ONLY)**

Zoning Approved: Yes No  
 Last Inspect: \_\_\_\_\_  
 Inspection Type:  
     Interior    Exterior  
 Date Assigned: \_\_\_\_\_  
 Inspector: \_\_\_\_\_

**Rental Housing Permit Application**

*ALL sections of this application **MUST** be completed.  
 Incomplete applications will be returned to the applicant. A separate application is required for each rental unit on a different tax parcel.*

- New Rental Permit Request       Change of Ownership       Change of Management  
 Increase/decrease of units       Rental w/Owner Occupancy       Rental w/Student Occupancy

**RENTAL PROPERTY ADDRESS:**

Street Name \_\_\_\_\_ Unit # \_\_\_\_\_ Bldg Name \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_

**REAL ESTATE OWNER:**

Address: \_\_\_\_\_  
                                          Street Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

(If the property owner resides more than 25 air miles from the property, a Person-In-Charge who resides within 25 air miles of the property and is at least 25 years old **MUST** be indicated on the attached **Person-In-Charge Information & Consent Form**. The signed consent of the Person-In-Charge is required or the application will be rejected.)

**PROPERTY MANAGER\*:**

Address: \_\_\_\_\_  
                                          Street Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*The designated property manager will receive the annual renewals of the rental housing permit.

**DESCRIPTION OF RENTAL UNIT(S):**

- House     Apartment/Condo     Townhouse     Duplex     Mobile Home     Room  
 Fraternity     Accessory Rental Unit    Total Number of Units: \_\_\_\_\_

**College Township ONLY:** Rental Duration of the Unit:     Long Term     Short Term

**(See enclosed checklist of items and fees pertaining to short term rentals for College Township)**

**Please Note:** A rental housing permit will be issued only if all property maintenance codes and zoning regulations are followed and permit fees are paid. The permit is the property of the Centre Region Council of Governments and may be revoked at any time for any violations of code or zoning regulations. The granting of a housing permit authorizes code officers to enter the premises to assure that the health, safety, and welfare of the occupants is not compromised. Failure to obtain a current housing permit will result in formal legal action being filed against the owner.

I hereby certify by signing this application that I am the owner and/or authorized agent of said property; and to the best of my knowledge, all provided information herein is complete, accurate, and true.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_

**PRINTED NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**(ZONING/CODE OFFICE REVIEW INFORMATION ON REVERSE SIDE)**

**MUNICIPAL ZONING OFFICE USE ONLY**

Review Date: \_\_\_\_\_ Zoning Rental Permit # \_\_\_\_\_  
(If applicable)

Property Address: \_\_\_\_\_

Tax Parcel # \_\_\_\_\_  
(MUST SUPPLY COUNTY FORMAT FOR TAX PARCEL #)

Zoning Classification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zoning District: \_\_\_\_\_ Occupancy regulated by Zoning:  Yes  No

Occupancy may not exceed a family plus \_\_\_\_\_ persons not related to the family, or in lieu of a family,  
\_\_\_\_\_ unrelated persons.

**Application Approved**

**Application Denied**

Application Approved By: \_\_\_\_\_  
(Authorized Signature)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**College Township ONLY:** Approved Rental Duration of the Unit:  Long Term  Short Term

**Borough of State College ONLY:** Approved Student License on file:  Yes  No

**CENTRE REGION CODE ADMINISTRATION USE ONLY**

Reviewed By: \_\_\_\_\_  
(Authorized Fire & Life Safety Inspector)

Date Approved: \_\_\_\_\_

Approved Classification:

- R-2 Multi-Family (apartment, rooming house, fraternity)
- R-3 Townhouse
- Duplex
- Single Family Dwelling

Approved Occupancy: \_\_\_\_\_ Restricted by:  Zoning  CRCA

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<b><u>CRCA PERMIT HISTORY</u></b>	
<i>(If applicable)</i>	
<input type="checkbox"/> New	<input type="checkbox"/> Existing
Permit #: _____	
Total Units on file: _____	
Occupancy on file: _____	
Note: _____	
_____	

Application for Rental Housing Permit

Applicant/Owner: \_\_\_\_\_

Rental Address: \_\_\_\_\_

Unit Type: \_\_\_\_\_ Unit Size: \_\_\_\_\_ sqft Ceiling Height: \_\_\_\_\_

# of Bedrooms: \_\_\_\_\_ Percentage of home to be rented : \_\_\_\_\_ %

# of Parking Spaces Available (New Rentals Only): \_\_\_\_\_ (Zoning Requirement)

Please sketch an approximate floor plan of your rental unit in the graph area below. Please attach a separate sheet if more drawing space is needed. Please label all rooms. **Please include room dimensions if possible.** Please note that garages do not count as part of the habitable area of a home and should not be used when calculating the size of an accessory rental unit.

A large grid area for sketching a floor plan. The grid consists of 20 columns and 25 rows of small squares, providing a structured space for drawing and labeling a rental unit's floor plan.





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Phone: 814-234-3812  
Email: [kjw@crcog.net](mailto:kjw@crcog.net)  
Webpage: [www.centreregioncode.org](http://www.centreregioncode.org)

## Person-in Charge Information & Consent Form

All property owners who reside more than 25 air miles from the rental property must designate a person-in-charge who resides within 25 air miles of the property and is at least 25 years old. This person shall reside in the required radius for the majority of the year, not leaving the region for more than 45 continuous calendar days. Please provide the person-in-charge name, address, phone number(s) and email address for the rental property(ies) listed below. Please send the information to the Centre Region Code Administration office at the address listed above. **Please notify the code office within 3 calendar days regarding any change in person-in-charge information.**

**Rental Property Address:** \_\_\_\_\_

Municipality: \_\_\_\_\_

### Owner's Information

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Telephone number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

### Person-In-Charge Information

Person-in-Charge: \_\_\_\_\_  
(At least 25 years old) (Please print)

Consent of Person-In-Charge: \_\_\_\_\_  
(Signature of Person-In-Charge Required)\*\*\*

Address of Person-In-Charge: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

\*\*\*The person-in-charge for your property will receive the notice of inspections, inspection reports, violation notices, warnings, fines, and other correspondence. **It will be the responsibility of the person-in-charge to forward this information to the owner of the property.** This person must be present for the inspection to take place. Failure to show up for an inspection may result in a No Show Fee of \$75.

Please see the reverse side for additional information regarding the duties & responsibilities of the person-in-charge.

-OVER-

Per the Centre Region Building Safety & Property Maintenance Code, 2017 Edition, the duties and responsibilities of the person-in-charge are as follows:

## **SECTION 802 HOUSING PERMIT**

**802.8.1 Contact address.** *The contact address provided to the Centre Region Code Administration in accordance with Section 802.8 must be a valid address for the receipt of United States mail and shall be checked by the owner or person-in-charge on a regular basis.*

**802.8.2 Telephone number.** *The telephone number provided to the Centre Region Code Administration in accordance with Section 802.8 must be a valid telephone number capable of receiving and recording voice mail at all times. This number is considered the emergency contact number for this individual. A response to a voice mail left on this number by a representative of the Municipality or the Centre Region Code Administration shall be returned or responded to within 3 hours. A response to a voice mail left on this number by a tenant shall be returned or responded to within 3 hours.*

## **SECTION 803 PERSON-IN-CHARGE**

**803.1 Person-In-Charge.** *All owners of residential rental property shall designate a person-in-charge for each of their residential properties. The code official shall be notified as to who the person-in-charge is and of any changes to information required by this code within 3 calendar days.*

**803.2 Maintenance.** *The person-in-charge shall maintain all rental property under their control in compliance with the occupancy limits, as specified in the Zoning Ordinance of the Municipality. Further, the person-in-charge shall notify the owner of rental property of any and all violations issued against said property by the code official.*

**803.3 Tenant notification.** *The person-in-charge shall be required to distribute to each tenant, information regarding the following requirements, including reference to any ordinances. A signed copy of this form or proof of form delivery shall be maintained by the person-in-charge and shall be made available to the tenant, code official, or municipality upon request:*

- ✓ *Maximum occupancy for the residential property*
- ✓ *Maximum number of persons who can reside in the rental property*
- ✓ *If the property is a student home*
- ✓ *Regulations regarding dogs (if present)*
- ✓ *Regulations regarding property maintenance*
- ✓ *Regulations regarding refuse, parking, weeds and removal of snow and ice from sidewalks*
- ✓ *Information on the handling of recyclable materials*
- ✓ *Specific information regarding the State College Division of the Health and Neighborhood Services and the Centre Region Code Administration*
- ✓ *Fire safety certification*
- ✓ *Regulations regarding tampering with fire protection equipment*
- ✓ *Notification in writing of all scheduled inspections a minimum 7 calendar days prior to the scheduled inspection date*
- ✓ *Notice of regulations regarding roof occupancy and possible penalties*
- ✓ *Notice of regulations regarding unsanitary conditions in rental properties and regulations and possible penalties*

*Contents of the tenant information material shall be developed by the Municipality and made available to property owners and managers. Tenant information shall be in writing and shall be separate from any written lease. Tenant information shall be distributed annually.*

For additional information on the Centre Region Building Safety & Property Maintenance Code, 2017 Edition, please visit our website at [www.centreregioncode.org](http://www.centreregioncode.org).

Revised 5/1/19



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## **FIRE SAFETY CERTIFICATION AGREEMENT**

In accordance with *Section 704.9* of the *Centre Region Building Safety & Property Maintenance Code, 2017 Edition*, at the beginning of each lease period and at least annually thereafter, the owner shall provide all tenants on the lease with a signed Certification that all fire extinguishers, smoke alarms, and carbon monoxide detectors, where required, are in working condition.

It shall be the responsibility of the tenant(s) to verify that the life safety equipment, smoke alarms, and carbon monoxide detectors, where provided, are in working condition and the fire extinguisher is inspected and charged. All tenants on a lease shall sign the Certification and return it to the owner.

**The completed agreement does not need to be returned with the application packet.**

The owner shall maintain the original Certification and make it available to the Code Inspector upon request. A signed copy should be provided to each tenant. In addition to the Tenant Notification requirements contained in *Section 803.3* of the *Centre Region Building Safety and Property Maintenance Code, 2017 Edition*, the owner shall provide the tenant(s) with instruction on how to report deficiencies with these fire safety systems.

Any tenant or owner failing to execute the Certification shall be in violation of this section and subject to the penalties set forth in *Section 106.3* of the *Centre Region Building Safety and Property Maintenance Code, 2017 Edition*. Neither the owner nor the tenant(s) shall be responsible for any other party's failure to execute the Certification.

A Fire Safety Certification Agreement is provided on the reverse side of this document. The enabling Municipal Ordinance numbers are listed below for your reference.

MUNICIPAL ORDINANCE NUMBERS	
MUNICIPALITY	ORDINANCE #
Borough of Bellefonte	06-052017-01
Borough of State College	2093
College Township	O-17-05
Ferguson Township	1032
Harris Township	328
Patton Township	2017-585

- OVER -

# Fire Safety Certification Agreement

THE OWNER/MANAGEMENT of the rental unit at \_\_\_\_\_ hereby certifies to all tenants that effective \_\_\_\_\_ all fire extinguishers, smoke alarms, and carbon monoxide detectors were in working condition and the fire extinguisher has been inspected within the last year and is in a ready condition in the above mentioned rental unit.

In accordance with provisions of Ordinance # \_\_\_\_\_ Owner/Management hereby informs the tenant(s) that it shall be the responsibility of the tenant(s) to verify that the life safety equipment, smoke alarms, and carbon monoxide detectors, where provided, are in working condition and the fire extinguisher is inspected and charged. All tenants on a lease shall sign the Certification and return it to the landlord.

As stated in Ordinance # \_\_\_\_\_ any tenant or owner failing to execute the Certification shall be in violation of *Section 704.9 of the Centre Region Building Safety & Property Maintenance Code, 2017 Edition* and subject to the penalties set forth in *Section 106.3 of the Centre Region Building Safety and Property Maintenance Code, 2017 Edition*. Neither the Owner nor the tenant(s) shall be responsible for any other party's failure to execute the Certification.

As per Ordinance # \_\_\_\_\_ the tenant(s) is required to report a deficiency to management or maintenance immediately after the deficiency is detected or if the system is malfunctioning. (Attached are Owner's instructions to report deficiencies of these fire safety systems).

IN WITNESS WHEREOF, the parties have executed this Certification Agreement:

_____	_____	_____	_____
Date	Tenant Signature	Date	Tenant Signature
_____	_____	_____	_____
Date	Tenant Signature	Date	Tenant Signature
_____	_____	_____	_____
Date	Tenant Signature	Date	Tenant Signature
_____	_____		
Date	Owner/Management Signature		



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**TENANT NOTIFICATION ACKNOWLEDGEMENT**

In accordance with *Section 803.3 of the Centre Region Building Safety & Property Maintenance Code, 2017 Edition*, at the beginning of each lease period and at least annually thereafter, the person in charge shall provide all tenant(s) on the lease, information regarding the following requirements, including reference to any ordinances.

- Maximum occupancy for the residential property
- Maximum number of persons who can reside in the rental property
- If the property is a student home
- Regulations regarding dogs (if present)
- Regulations regarding property maintenance
- Regulations regarding refuse, parking, weeds and removal of snow and ice from sidewalks
- Information on the handling of recyclable materials
- Specific information regarding the State College Division of the Health and Neighborhood Services and the Centre Region Code Administration
- Fire safety certification
- Regulations regarding tampering with fire protection equipment
- Notification in writing of all scheduled inspections a minimum 7 calendar days prior to the scheduled inspection date
- Notice of regulations regarding roof occupancy and possible penalties
- Notice of regulations regarding unsanitary conditions in rental properties and regulations and possible penalties

**The completed agreement does not need to be returned with the application packet.**

A signed copy of the acknowledgement shall be maintained by the person in charge and made available to the tenant(s), code official or municipality upon request

It is the responsibility of the tenant(s) to review the documents referenced and be familiar with the requirements for the rental property. All tenants on the lease shall sign the acknowledgement and return it to the person in charge.

Any tenant or owner failing to execute the acknowledgement shall be in violation of this section and subject to the penalties set forth in *Section 106.3 of the Centre Region Building Safety and Property Maintenance Code, 2017 Edition*. Neither the owner nor the tenant(s) shall be responsible for any other party's failure to execute the acknowledgement.

A Tenant Notification Acknowledgement is provided on the reverse side of this document. The enabling Municipal Ordinance numbers are listed below for your reference.

MUNICIPAL ORDINANCE NUMBERS	
MUNICIPALITY	ORDINANCE #
Borough of Bellefonte	06052017-01
Borough of State College	2093
College Township	O-17-05
Ferguson Township	1032
Harris Township	328
Patton Township	2017-585

## Tenant Notification Acknowledgment

THE PERSON IN CHARGE of the rental unit at \_\_\_\_\_ hereby certifies that tenant(s) effective \_\_\_\_\_ have been provided with all required rental property information in accordance with *Section 803.3 of the Centre Region Building Safety & Property Maintenance Code, 2017 Edition*.

In accordance with the provisions of Ordinance # \_\_\_\_\_ the person in charge hereby provided the tenant(s) the following information, or provided a webpage where the information could be found:

- ✓ Maximum occupancy for the residential property
- ✓ Maximum number of persons who can reside in the rental property
- ✓ If the property is a student home
- ✓ Regulations regarding dogs (if present)
- ✓ Regulations regarding property maintenance
- ✓ Regulations regarding refuse, parking, weeds and removal of snow and ice from sidewalks
- ✓ Information on the handling of recyclable materials
- ✓ Specific information regarding the State College Division of the Health and Neighborhood Services and the Centre Region Code Administration
- ✓ Fire safety certification
- ✓ Regulations regarding tampering with fire protection equipment
- ✓ Notification in writing of all scheduled inspections a minimum 7 calendar days prior to the scheduled inspection date
- ✓ Notice of regulations regarding roof occupancy and possible penalties
- ✓ Notice of regulations regarding unsanitary conditions in rental properties and regulations and possible penalties

All tenants on a lease shall sign the acknowledgment and return it to the person in charge.

As stated in Ordinance # \_\_\_\_\_ any tenant or owner failing to execute the acknowledgment shall be in violation of *Section 803.3 of the Centre Region Building Safety & Property Maintenance Code, 2017 Edition*, and subject to the penalties set forth in *Section 106.3 of the Centre Region Building Safety and Property Maintenance Code, 2017 Edition*. Neither the owner nor the tenant(s) shall be responsible for any other party's failure to execute the acknowledgment.

IN WITNESS WHEREOF, the parties have executed this Acknowledgment:

Date	Tenant Signature	Date	Tenant Signature
Date	Tenant Signature	Date	Tenant Signature
Date	Tenant Signature	Date	Tenant Signature
Date	Person in Charge Signature		

**CENTRE REGION CODE ADMINISTRATION**

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Phone: 814-234-3812

Website: [www.centreregioncode.org](http://www.centreregioncode.org)

**COMMON CORRECTIONS LIST FOR RENTAL HOUSING**

**NOTE:** This list is for reference purposes only and is not a complete list of all items checked during routine inspection. In addition, not all of the items listed below may apply to every rental property. This information may be used to prepare for and inspection or for tenant move-in. Any "no" item should be addressed when identified. Please visit our website for additional information regarding the **Centre Region Building Safety & Property Maintenance Code/2017 edition** \*(CRBS&PMC/2017 edition) [www.centreregioncode.org](http://www.centreregioncode.org)

Yes		No		
				<b>Mechanical/Electrical</b>
1				Furnace and chimney have been serviced/inspected within the last year with current tag/report on equipment
2				Furnace flue pipe has no visible holes or corrosion and is tightly sealed at the chimney connection using an approved material
3				Heat is available to tenants October 1 through May 15
4				Electric panel box is completely labeled and cover is in place and accessible with proper clearance
5				Fuses in fuse box are "S"-type
6				Water heater is not leaking and has proper down tube (3/4" copper or CPVC)
				<b>Laundry Area</b>
7				Washing machine is plugged into a grounded receptacle
8				Dryer is vented to the exterior with a rigid or flexible-rigid metal dryer vent (NO FOIL or VINYL)
				<b>Kitchen</b>
9				2 ½ lb. minimum, ABC-type fire extinguisher inspected or new within the past year and mounted in a visible location
				<b>Bedrooms</b>
10				A functioning smoke alarm is located in each sleeping room. <b>SEE ITEM 21</b>
11				Basement sleeping rooms meet egress requirements. All windows are operational and not obstructed by furniture or other items (*SEE CRBS&PMC/2017 edition).
				<b>Bathrooms</b>
12				Contains a functioning GFCI receptacle
13				Exhaust fan is operational or bathroom has an openable window
14				Walls, ceilings, and surfaces are free of mold and mildew
				<b>Stairways (Interior &amp; Exterior)</b>
15				All stairways with more than four risers have a graspable handrail (1 ¼- 2 5/8 " diameter)
16				Guardrail spacing may not exceed a maximum of four inches
17				Stairways, fire escapes, and other means of egress must remain clear and unobstructed
				<b>General</b>
18				Woodstove, fireplace, and chimney inspected within the past year, if used by tenants
19				Any habitable space on the 3 <sup>rd</sup> floor or higher has access to 2 approved exits
20				Grounded (3-prong) appliances are not plugged into ungrounded (2-prong) receptacles
21				A functioning smoke alarm is located on every floor of the dwelling unit and in each sleeping room. All smoke alarms must be interconnected. <i>Smoke alarms in new rental properties must be electric with battery backup.</i> Smoke alarms may not exceed the life span, which is 10 years.
22				Functioning carbon monoxide alarms are properly located, if required. Life span may not exceed the life span, which is 7-10 years depending on manufacturer.
23				Screens are in at least one window in every habitable room (May 15 through October 1) and not torn or loose
24				Property is maintained in a clean and sanitary manner
25				Deadbolts required on all entry doors to dwelling unit
26				All interior door locks operate without keys or special tools
27				Extension cords may not be run under rugs, doorways, or through windows nor be used as permanent wiring
28				Closet lights must be approved-type fixtures
29				Ceilings are free of tapestries and other combustible fabrics
30				All plumbing and fixtures are free of leaks
				<b>Exterior</b>
31				All gutters, downspouts, and shingles are intact and securely mounted
32				Exterior is free of refuse and sidewalks are free of obstructions
33				House number is clearly visible from the street. Numbers must be at least 4" in height
34				Exterior is free of peeling paint and penetrations
35				Covered porches are free of upholstered furniture and storage

