

Staff:

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The Rental Housing staff is responsible for performing inspections of rental dwelling units and maintaining related records to ensure compliance with the Township's ordinances and adopted codes.

***Inspections*** - inspections are conducted to ensure the health, safety and welfare of the occupants and public is maintained. Rental properties will be inspected once every 3 to 6 years, or as required by code. A notice of the scheduled inspection will be sent to the designated responsible party. Violations that are discovered may require a re-inspection, additional fees may be charged if violations are not corrected in a specific time frame.

***Property Owner's Responsibilities*** - it is the responsibility of the property owner to ensure that the rental property has been registered, to notify the Township of any change in the rental status including sales or transfer of ownership, and to notify tenants of scheduled inspections and re-inspections. Rental property owners are responsible for the maintenance and upkeep of the property and structures, and should conduct their own periodic inspections and correct potential code violations.

***Registration*** - all rental properties must be registered with the Township annually on or before February 15th. Newly constructed or newly converted rental units shall be registered within 30 days. A rental unit, which is sold, transferred or conveyed, shall be registered by the new owner.

***Rental Certificate Compliance*** - rental properties may not be occupied until a rental certificate of compliance has been issued. A 3 or 6-year rental certificate of compliance will be issued once all violations are corrected and all fees are paid. A person shall not occupy a rental unit if the enforcing officer orders that it be vacated due to major violations of this code.

Failure to comply with the provisions of the Property and Housing Maintenance Code is punishable as a Municipal Civil Infraction. A property owner may not rent a dwelling or dwelling unit unless the dwelling or dwelling unit is registered with the Township.

- [Basic Requirements for Rental Dwelling Certificate](#) (PDF)
- [Property and Housing Maintenance Code Ordinance No. 524](#) (PDF)
- [Property Maintenance Code Appeal Application](#)
- [Rental Dwelling Registration Form](#) (PDF)
- [Rental Housing Fee Schedule](#) (PDF)