

What is the Rental Housing Maintenance & Occupancy Ordinance?

The Residential Rental Housing Ordinance is aimed at promoting greater compliance with health and safety standards to reduce substandard conditions in rental housing.

Early prevention of deteriorating housing is the goal of this ordinance. Borough Council determined the need, resources, and effects of such an ordinance and is dedicated to the proactive inspections of rental properties in the Borough of West Reading. The ordinance sets compliance for health, safety and welfare violations in or on residential rental property.

Most violations result in a:

- Threat to the occupant's safety
- Threat to the structural integrity of the building
- Threat to surrounding neighbor's property and safety

Under the Rental Housing Ordinance, property owners (landlords) will be required to register their rental units. At that time a fee will be assessed on each property owner covering the two year inspection fee as well as a licensing fee. The fee for a rental occupancy permit is \$75.00 per year per unit. Borough Council may amend these fees from time to time by resolution.

Once a satisfactory inspection is completed, a license will be issued and valid for one year unless revoked for violations. Please also note that a license will not be issued if there are any outstanding taxes, permit fees, inspection fees, sewer fees, refuse fees, or any other delinquent municipal claim.

How will the Inspections Work?

The inspectors will conduct scheduled inspections for each rental property located in the Borough of West Reading. Inspectors will survey rental properties for interior and exterior code violations and issue corrective notices. The most common examples are:

- Deteriorated or ineffective waterproofing of structure
- Broken windows or doors
- Ceiling, roof supports or members that sag split or buckle
- Any building in disrepair that constitutes a public nuisance
- Electrical problems
- Heating and air conditioning concerns
- Plumbing leaks
- Not meeting required smoke alarms

What are the Benefits?

- Protects the owner's property
- Improves living conditions for tenants
- Improves the local housing stock
- Protects neighborhood property values

Downloadable Information & Forms

- Rental Housing Ordinance
- Rental Dwelling Unit Registration Form
- Rental Inspection Checklist
- Tenant Listing Form
- Rental Housing Complaint Form

Note: All forms can be downloaded, completed and submitted electronically. If electronic submission is utilized, any accompanying forms, fees or other information (if any) must be provided to the Borough Office before any of the forms will be processed or accepted.

Community Involvement is the Key

It takes everyone in a community to keep our homes, schools, offices and other public buildings safe for public use, and safe construction practices will help protect our neighborhoods.