

**RESIDENTIAL RENTAL OPERATING  
LICENSE APPLICATION  
BOROUGH OF LEESPORT, BERKS COUNTY, PENNSYLVANIA**

1. Applicant's Name: \_\_\_\_\_
2. Applicant's Address: \_\_\_\_\_
3. Applicant's Telephone: \_\_\_\_\_
4. Applicant is: \_\_\_\_\_ owner/landlord \_\_\_\_\_ property manager/agent for owner
5. Name and address of owner (if different from #1 and #2 above):  
\_\_\_\_\_
6. Location and unit number of property to be let for occupancy: \_\_\_\_\_  
\_\_\_\_\_
7. Name and telephone number of contact person to schedule compliance inspections (if different from #1 and #2 above) \_\_\_\_\_  
\_\_\_\_\_
8. Mailing address of property to be let for occupancy (if different from #6 above):  
\_\_\_\_\_
9. Names and ages of all tenants and occupants who will occupy property listed in #6 above:  
\_\_\_\_\_  
\_\_\_\_\_
10. When tenants change, the scheduled Move-in and Move-out dates must be given to the Borough Hall for the property listed in #6 above:  
\_\_\_\_\_

I verify that the information contained in this Application is true and correct to the best of my knowledge, information and belief. I understand that I must allow the Leesport Borough Codes Enforcement Officer to inspect the property listed in #6, above, to ensure that such property is compliant with all applicable building codes and that I must pay the cost of such inspection and repair any items found to be in violation before a Rental Operating License will be issued.

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

For Office Use: \$175 Inspection fee attached: \_\_\_\_\_ yes \_\_\_\_\_ no  
For Office Use: \$25.00 Application fee attached: \_\_\_\_\_ yes \_\_\_\_\_ no

License issued on \_\_\_\_\_, License No. \_\_\_\_\_

# LEESPORT BOROUGH

## Rental Inspection Sheet

### Items subject to inspection prior to rental:

#### Exterior Property:

- Gutters and downspouts
- Sidewalk condition
- Broken windows
- Interior and exterior guardrails for stairs and porches over 30 inches above ground – 4 inches maximum spacing. Cannot cause a “ladder” effect.
- Exposed or dangerous electrical wiring
- Tall grass and weeds to be maintained within 10”
- No accumulation of rubbish or garbage

#### Electrical:

- Ground fault circuit interrupter (GFCI) receptacles required in:
  - Bathroom
  - Kitchen with countertops
  - Unfinished basements
  - Garages
  - Outside receptacles
  - Swimming pool receptacles
- Exposed or dangerous electrical wiring
- Missing covers on receptacles, switches and junction boxes
- Labeling of all breakers or fuses at panel
- Open slots at panel box (sealed or capped)

#### Fire protection and safety:

- Smoke detectors
  - Battery type OK in existing structures
  - Needed in basement
  - One needed on every level
  - Needed in every bedroom
- Egress from all bedrooms (windows must be operational and maintain an “open” position)
- Thumb latch deadbolts at doors (double keyed type not permitted)
- Continuous railing at all stair wells

#### Plumbing and heating:

- Water heater relief valve (maximum 6” from floor with minimum 1” air gap from floor, rigid pipe only).
- No leaks in plumbing
- Properly functioning toilets, tub/shower units and lavatories
- Proper ventilation for dryers (must vent directly outside)

# **B O R O U G H   O F   L E E S P O R T**

**INCORPORATED - 1901**

**27 S. CANAL STREET  
P.O. BOX 710  
LEESPORT, PENNSYLVANIA 19533**

**PHONE 610-926-2115  
FAX 610-916-3055**

July 25, 2007

**TO:** Property Owner  
**FROM:** Leesport Borough Council and Code Enforcement Officer  
**SUBJECT:** Tenant Registration Ordinance

This correspondence is intended to notify you that the Borough, in conjunction with its adoption of the International Property Maintenance Code, has adopted an ordinance **REGULATING RESIDENTIAL RENTAL** properties within the Borough. Ordinance No. 422, applies to the renting of any building or a portion thereof, located within the Borough, which is being rented to a tenant as a residence for a period of thirty (30) days or more. The tenant registration ordinance requires that the landlord obtain a rental operating license by following the procedures set forth in the ordinance.

If you are the owner of a property in the Borough being rented for residential use, in whole or in part, you must obtain a rental operating license. In order to be granted a rental operating license, you must complete an operating license application from the Borough and return the completed application to the Borough along with the application fee of \$25.00.

Lastly, the applicant for a rental operating license shall have an inspection of the rented premises conducted by the building inspector for the Borough. Once the building inspector certifies that the residential housing unit to be rented complies with all provisions of the Building Code, its constituent codes, and the inspection fee of \$175.00 is paid, a rental occupancy permit will be issued. After the initial inspection, inspections will be required at change of tenants, during just cause, and sale of the property.

**BOROUGH OF LEESPORT**