

*BOROUGH  
OF  
HUNTINGDON*



*CODE ENFORCEMENT  
OFFICE*

RESIDENTIAL RENTAL UNIT  
APPLICATION PACKET

**Borough of Huntingdon  
Code Enforcement Office**  
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P.O. Box 592  
Huntingdon, PA 16652-0592  
Phone: (814) 599-0269 Fax: (814) 643-2644  
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### **Applying for and/or Retaining a Residential Rental Unit License**

Huntingdon Borough Council approved Ordinance #956 (can be viewed on our website) known as the "Residential Rental Unit" in order to protect and promote public health, safety and welfare of its citizens and residents, and to establish rights and obligations of owners and tenants pertaining to the rental of residential housing units in the Borough of Huntingdon.

Effective January 1, 2020, as a prerequisite to entering into a rental agreement or permitting the occupancy of any rental unit, the owner of every such residential rental unit shall be required to apply for and obtain a license for each residential rental unit. Rental application packets will be accepted (no earlier than November 15<sup>th</sup>) of every year to ensure rental license(s) are issued within the established timeframe. A Residential Rental Unit license will be valid from January 1<sup>st</sup> through December 31<sup>st</sup> of each year.

A Residential Rental Unit application can be obtained at the Borough office or on our website <https://www.huntingdonboro.com>. Once on our website, click on the tab "Residents" then go to "Residential Rental Units". Completed forms can be mailed OR scan/email to [jmorris@huntingdonboro.com](mailto:jmorris@huntingdonboro.com) OR faxed to (814) 643-2644 (Attention Code Enforcement Office) OR dropped off in person at the Borough Office.

The owner of every residential rental property in the Borough must notify the Code Enforcement Officer of any changes in ownership and/or management of your rental property.

The license shall be assignable and transferable, upon notice given to the Borough Code Enforcement Officer and appropriate payment of the assignment/transfer fee.

As part of the license requirement, all owners of any parcels of real estate containing residential rental units shall permit access of the property to the Code Enforcement Officer in order to complete all inspections necessary to determine compliance with the ordinance and any other applicable ordinances of the Borough of Huntingdon. Refusal to allow entry of the residential rental unit by the Code Enforcement Officer to inspect the said unit shall be considered a violation of the ordinance.

Any owner(s) residing more than fifty (50) miles from Huntingdon Borough, must identify a local contact. The local contact can be any person, entity or business residing within thirty-five (35) miles of Huntingdon Borough and can be contacted by the Code Enforcement Officer or other Huntingdon Borough officials regarding the inspection or condition of the residential rental unit. The local contact must possess a set of keys for the residential rental

unit(s) and must have the authority to provide access to the Code Enforcement Officer to inspect the residential rental unit(s) on behalf of the owner.

In conformance with Borough Code, and as a license requirement, every owner of a residential rental unit must register each rental unit in accordance with the Borough Rental Property Registration Code; Chapter 11, Part 1 (11-101, 11-102, 11-103, & 11-104).

The following events shall cause an inspection to be scheduled by the Code Enforcement Officer:

- A written or verbal complaint from a tenant of a residential rental unit.
- A written or verbal request from an owner of a residential rental unit.
- The sale, transfer or conveyance of the residential rental unit by the owner to a third party.
- The submission of a new application for a Residential Unit Rental license after January 1, 2020 (this provision does not apply to owners who are renewing a license, only to owners who did not previously apply for, or obtain, a license for the residential rental unit prior to January 1, 2020).
- The Code Enforcement Officer has reason to believe that a residential rental unit is in violation of an ordinance.
- At any time after January 1, 2021, Huntingdon Borough Council reserves the right to pass a resolution which directs the Code Enforcement Officer to conduct regular periodic inspections of all residential rental units. The regular periodic inspections shall occur no more than one (1) time every three (3) years per residential rental unit and the owner may be charged an inspection fee as determined by Huntingdon Borough Council.

The advance notice requirements for inspections, as set forth above, shall not apply under the following circumstances:

- When the Code Enforcement Officer has reason to believe that an imminent threat to public health and safety may exist.
- If the Code Enforcement Officer is invited on the premises by a tenant.
- Where the Code Enforcement Officer has obtained an administrative search warrant.

The scope of inspections shall determine whether the mechanicals, electrical system, heating system, water system, interior and exterior of the residential rental unit are in a safe, habitable and properly maintained condition for a living space. The scope of inspections **is not** to determine whether the residential rental unit would comply with the Uniform Construction Code if the unit was constructed on the date of inspection. The scope of inspections shall be based on the current Federal Housing Quality Standards for Section 8 Housing. The scope of inspections shall include, but not necessarily limited to, the following:

- Life and safety (including Property Maintenance Code and Fire Code compliance, as such may be amended and revised from time to time) and relating to:
  - Electrical panel box (verification of acceptable panel box)
  - Wood-fuel burning appliances
  - Hot water heater safety

- Smoke detectors
- Outlets, including random sampling of outlets for polarity and proper grounding and GFCI outlets within four feet of a water source, as applicable
- The condition of the interior, including holes in walls, holes in flooring or weakness of flooring
- Condition of the exterior
- House number on the premises
- Unit number displayed on unit entrance doors
- Broken windows or doors
- Entranceway(s) to include porches
- Removal of rubbish/garbage

There shall be a fee for any no-show by an owner and/or their representative failing to appear at a scheduled inspection.

If you are requesting for "Excluded Property", you must complete the "Excluded Property" section of the application. Once all information and supporting documentation are received, a review will be conducted to determine if you meet the criteria and you will be notified of the outcome. The criteria for Excluded Properties are as follows:

- Owner-Occupied Dwelling Unit – Must be the owner's primary residence and not more than two unrelated individuals occupying the dwelling unit and proof of residency. The owner only needs to submit one (1) acceptable proof of residency. Acceptable documents: a valid copy of your PA Driver's License, PA License to Carry Firearms, PA Non-Driver's License Photo ID, Passport, or most recent Tax Records (state or federal).
- Related-Occupied Dwelling Units – Must be the property owner's immediate family relative(s) (children, parents, spouse, partner and/or siblings). The owner only needs to submit one (1) acceptable proof of relationship. Acceptable documents: Birth Certificate(s), Adoption or Court Orders documentation, most recent Tax Records (state or federal), or other acceptable documentation as determined by the Borough of Huntingdon. For proof of siblings, a copy of the owner's Birth Certificate and a copy of the sibling(s) Birth Certificate are required.
- Hotels, Motels, Hospitals – A one-time application is required. Do not include tenant/guest/patient name(s).
- Nursing Homes – Tenant name(s) are not required.
- Federally Subsidized Housing maintained by the Huntingdon County Housing Authority – Verification by Huntingdon County Housing Authority will be conducted.
- Group Homes or Abuse Shelters that are subject to inspection and licensing by the United States of America or an agency thereof or the Commonwealth of Pennsylvania or an agency thereof, and where such inspection and licensing requirements of the residential rental units has been determined by the Borough of Huntingdon to be equal to or greater than those required herein – Must submit a copy of the third-party inspection report. Tenant name(s) are not required.
- Residential Rental Unit that are subject to inspection and licensing by the United States of America or an agency thereof or the Commonwealth of Pennsylvania or an agency thereof, and where such inspection and licensing requirements of the

residential rental units has been determined by the Borough of Huntingdon to be equal to or greater than those required herein – Must submit a copy of the third-party inspection report.

It shall be unlawful for any person, as either owner or manager of a residential rental unit for which a license is required, to operate such without a valid, current license issued by the Borough of Huntingdon authorizing such operation. Any Owner/Landlord of a residential rental unit violating this ordinance shall upon conviction thereof be sentenced to pay a fine of \$500 for each and every offense. Each day of the said violation for each unlicensed rental unit shall be a separate offense.