



# Borough of Quarryville

300 Saint Catherine Street  
Quarryville, PA 17566  
Phone: 717.786.2404  
Fax: 717.786.0154  
office@quarryvilleborough.com



Date:

RE: Residential Rental Unit Inspection Ordinance 436

Dear Property Owner,

Under the Quarryville Borough Ordinance 436, owners of properties in the borough of Quarryville, which are leased or rented, are required to obtain a Residential Rental Unit License. To obtain this license, all property owners are required to schedule property inspections conducted by our Codes Officer every 3 years. Short term rental units/properties require inspection every year. This inspection is to determine use and/or compliance with Ordinance 436 and other applicable Borough regulations. Also included with the license agreement, all property owners must identify their tenants to the Borough. You are required to file the tenant Registration form complete and full, by January 31<sup>st</sup> of each new year. Even when no change in occupancy has occurred you must still file. If any tenant occupancy changes occur within the year, you are required to file a new Tenant Registration form to the Borough office within ten (10) days of the change. We would encourage you to familiarize yourself with Ordinance 436 so that we may address any questions or concerns prior to your inspection date. A copy is available for reading at the borough office as well as on our website.

As this is a newly implemented Ordinance, we will be phasing this in over the next three (3) years. You may or may not be included in the inspection process in 2023. However, you are still required to provide the application and tenant documentation to the borough office as soon as possible. The borough office will be contacting you to schedule the initial inspection.

The inspection cost of \$75 per residential rental unit/short term rental unit is at the expense of the property owner. In case of an inspection failure the cost for re-inspection is \$50. All fees are required to be paid in full prior to your scheduled inspection date.

For your convenience, we have included in this letter the forms that you are required to complete in their entirety. In the future all forms are available on our website at [www.quarryvilleborough.com](http://www.quarryvilleborough.com) or you may pick up a copy of the forms in the borough office during normal business hours. Included are:

- Rental Application form
- Tenant Registration form
- Guideline Inspection form

Please return completed forms to the address above, or you can fax them to 717-786-0154 or email them to [evansm@quarryvilleborough.com](mailto:evansm@quarryvilleborough.com).

The property owner is also required at the time of inspection to provide the codes officer with a copy of the current Certificate of Insurance in accordance with the current ordinance regulations.

Please note: if you no longer lease your property, please inform the Borough immediately by calling (717)786-2404. Please include the address of the leased premises and your address and phone number (as the landlord).

Sincerely,

Scott Peiffer  
Borough Manager



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## **RESIDENTIAL RENTAL OCCUPANCY LICENSE APPLICATION** **3 YEAR LICENSE**

This form is to be filed with the Borough by January 31<sup>st</sup> of each year, along with a \$35.00 3-year license fee per unit. Please update information when a change in tenant occurs. Forms are available online at [www.quarryvilleborough.com](http://www.quarryvilleborough.com) or at the borough office.

Please return form to the address above.

### **All information below is required:**

Date: \_\_\_\_\_ Account # \_\_\_\_\_ Parcel Number \_\_\_\_\_

Street Address of Rental Property: \_\_\_\_\_

Number of Residential Units: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Email Address of Property Owner: \_\_\_\_\_

Phone Number of Property Owner: \_\_\_\_\_

Contact Information for Property Manager (if different than property owner)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Email Address/Property Manger \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

### **For office use only:**

Date received: \_\_\_/\_\_\_/\_\_\_ By: \_\_\_\_\_

Payment received: \_\_\_/\_\_\_/\_\_\_ cash \_\_\_ check# \_\_\_

Property Owner Name: \_\_\_\_\_

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

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

**TENANT REGISTRATION FORM**

PLEASE LIST ALL NAMES IN FULL-- DO NOT LIST "SAME"

<p>UNIT ADDRESS _____</p> <p>TENANT PHONE NUMBER _____</p> <p>List all individuals occupying unit:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>UNIT ADDRESS _____</p> <p>TENANT PHONE NUMBER _____</p> <p>List all individuals occupying unit:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>UNIT ADDRESS _____</p> <p>TENANT PHONE NUMBER _____</p> <p>List all individuals occupying unit:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>UNIT ADDRESS _____</p> <p>TENANT PHONE NUMBER _____</p> <p>List all individuals occupying unit:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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If additional space is needed please attach additional pages as necessary.



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## **Residential Rental Unit Inspection Guidelines**

This list is to assist you in complying with the codes of The Quarryville Borough Residential Rental Unit Inspection Ordinance 436.

### **Inspections include but are not limited to the following:**

- A working smoke detector must be in every bedroom and on each floor level including basement and accessible attic.
- Windows cannot be broken or cracked. They must be able to open and remain open without bracing.
- All outlets within 6' of a water source must have GFCI (ground fault circuit interrupter) protection.
- All junction boxes, switches and outlets must have covers.
- Every habitable living space must have 2 separate outlets.
- Electrical service panel directories must be legibly marked to indicate its purpose.
- Plumbing facilities and fixtures must be provided and in good working order with no leaking pipes or faucets.
- Bathrooms must have a vented window or ceiling fan.
- All light fixtures must be properly secured and have covers.
- Finished basements are required to have 2 means of egress if used as a sleeping area.
- Dryer vents must be properly installed and vented to the outside.
- All appliances must be fully operational.
- All stairs with 4 or more rises at any location must have hand rails measuring between 36" and 38" high from the stair.
- Guard rails are needed in finished basements and exterior areas of 30" high or more.
- If residence has gas fire place, a carbon monoxide detector must be installed.
- Sump pumps cannot be connected to public sewer line and must be connected to GFCI outlet or single use outlet.
- The interior and exterior property must be maintained in a clean, safe and sanitary condition.
- All exterior wood and exposed woodwork must be free of flaking/peeling paint.
- All properties must have 4" numbers on the outside of property in clear view of the street.
- Heater and hot water heater must have a blow off valve pipe installed extending to no more than 8" off of ground and must have spigots capped on heater units and expansion tanks.
- CO detector is required in the hallway outside of bedrooms if an attached garage or fuel fired appliance is present.
- CO detector is required in the vicinity of any fuel fired heating device.
- Code officers must be accompanied by a responsible adult on all inspections.
- Code officer is not responsible to open lock boxes and perform inspections without being accompanied by the owner or designated agent.