



BOROUGH OF SELLERSVILLE

INCORPORATED DECEMBER 7, 1874



LOCATED ON THE LIBERTY BELL TRAIL

140 East Church Street

Phone (215) 257-5075

Sellersville, PA 18960

Fax (215) 257-6163

Website: <http://www.sellersvilleboro.org>

Thomas C. Hufnagle - Mayor, CBO
Eileen M. Bradley - Manager/Secretary

BOROUGH COUNCIL

PRESIDENT
Lois A. Dodson

VICE PRESIDENT
James G. Hull

CHAIRMAN Pro Tem
Donald E. Crouthamel

Kathleen J. Hallman
Marie G. Howells
David A. O'Donnell
Lynne A. Saylor

Residential Rental Dwelling Registration Form

(Attach Copy of Lease with Registration Form)

Property Address:		Tax Map Parcel #39-	
Number of Residential Units:		Number of Buildings:	
Property Owner:			
Contact Name:			
Address:			
Phone Number:		E-Mail:	
Manager/ Property Management Company:			
Address:			
Phone Number:		E-Mail:	
Fire Alarm System: Yes No		Type Of Alarms: Smoke Heat Duct	
Fire Alarm Company & Address:			
Sprinkler System: Yes No		Last Inspection Date for Sprinkler System:	
Sprinkler System Company:			
Address:			
Knox Box: Yes No		Knox Box Location:	

Tenant Information

Unit Number:		Building Number:	
No. of Tenants on Lease:		Tenant Contact Phone #:	
Names of Tenants over 18 Years of Age			
1.		3.	
2.		4.	
# of Minor Children:		Special Needs/Disabilities: Yes No	

Add Additional Sheet if Necessary

LICENSE / INSPECTION FEE SCHEDULE

Per Unit Every Three Years	\$100.00
Re-Inspection Fee	\$75.00
Reinstatement Fee	\$100.00

Borough of Sellersville Rental Property Inspection Checklist

Address:

Date:

	Approved	Not Approved	N/A
1. House numbers, 4" minimum, block style only, placed horizontally next to the front door in contrast color and visible from the street.	_____	_____	_____
2. Curbing, sidewalks, and driveway in good condition. (Sidewalks not a tripping hazard)	_____	_____	_____
3. Graspable handrails (30-36" from tread) with 4 or more risers: Basement stairs, 1 st to 2 nd floor stairway, 2 nd to 3 rd floor stairway, etc.	_____	_____	_____
4. Guardrails on all areas > 30" above grade.	_____	_____	_____
5. Smoke detectors on all floors, in hallways, and in every bedroom.	_____	_____	_____
6. Carbon monoxide detectors in vicinity of all bedrooms. (Inside door to attached garage)	_____	_____	_____
7. Water heater/boiler relief valves 6" off the floor.	_____	_____	_____
8. Sump pump discharge to the exterior.	_____	_____	_____
9. Electrical box (no missing blanks or fuses and labeled).	_____	_____	_____
10. GFCI outlets within 6' of all water sources. (Kitchen, bathroom, & clothes washers)	_____	_____	_____
11. All exterior outlets GFCI with waterproof bubble cover.	_____	_____	_____
12. Emergency shutoff within 6' of gas fireplace.	_____	_____	_____
13. Windows and doors must work properly and screens are required on all openable windows. Deadbolts locks must be turn lock only (not key inside).	_____	_____	_____
14. No visible insects of any kind, in kitchen, dining, etc.	_____	_____	_____
15. Appliances must all be in working order. One (1) cooking appliance is required.	_____	_____	_____

	Approved	Not Approved	N/A
16. Emergency water shut off valves required under all sinks (no visible water leaks)	_____	_____	_____
17. Current heater certification required (minimum of 1 thermostat per unit).	_____	_____	_____
18. ABC fire extinguisher with readable gage (must be mounted in kitchen area or immediately outside of the kitchen area).	_____	_____	_____
19. Means of egress required in attic/basement if used for sleeping.	_____	_____	_____
20. Current chimney certification required for fireplaces.	_____	_____	_____
21. Dryer vents must be aluminum and vented to the exterior.	_____	_____	_____
22. General conditions: Interior clean and sanitary	_____	_____	_____
Exterior free of rubbish	_____	_____	_____
23. All vehicles must be parked in legal parking spaces, inspected, registered, and insured. No parking on grass is permitted.	_____	_____	_____
24. All pools over 24" deep must have a 4' fence with a self-latching gate.	_____	_____	_____
25. All building exteriors and grounds to be in good condition (including siding, paint, roof, steps, rubbish free, grass cut, covered sewer/septic, etc.).	_____	_____	_____
26. Trash and recycling cans required.	_____	_____	_____
27. Corrections/repairs required:			

OK to Issue: Yes No

Re-inspection Required: Yes No