



BOROUGH of SELLERSVILLE

INCORPORATED DECEMBER 7, 1874



LOCATED ON THE LIBERTY BELL TRAIL

140 East Church Street Phone (215) 257-5075
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 Website: <http://www.sellersvilleboro.org>

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 Eileen M. Bradley—Manager/Secretary

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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

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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