

Tilden Township

Rental Self-Certification Check List

Date: January 1, 2023

Inspected Property Address: _____

Property Owner: _____ Phone No. _____

Owner Address: _____ E-mail Address: _____

Inspected by: _____ Inspection Date: _____

Procedure for a Self-Certification:

Each rental property under Ordinance No. 246-2021 and 247-2022 shall be self-inspected within 45 days of the notice date. After the self-certification is completed, please return this form, and the Rental Property Information Form, along with payment in the amount of \$ 20.00 for processing fee to Tilden Township Municipal Office. Checks can be made payable to Tilden Township. Written notice requesting an extension is to be submitted to the Township for any required repairs unable to be completed within the 45 days. Failure to return this form completed within the 45 days will be considered as non-compliant and will be subject to the confines of the ordinance. Upon non-compliant status, the information is turned over to the Code Enforcement Officer to inspect.

A. Property Exterior	Yes	No	Date and description of repair
1. Any trash or debris?			
2. Is there grass or weeds in excess of 6"?			
3. Are the sidewalks, steps, and curbs in good condition? (If Applicable)			
B. Building Exterior			
1. Roof in good condition?			
a. Any indication of leaks?			
2. Exterior stairs in good condition?			
3. Gutters and downspouts connected and in good condition?			
4. Exterior walls are in good condition?			
5. Decayed lumber on the building?			
6. Any windows broken or missing?			
7. Is the House number displayed in accordance with Chapter XIV, Part 3 of the Code of Ordinances, as adopted on June 10, 2020? (House or Rental Unit number shall be posted on the building or mailbox where it can be seen clearly from the street).			

C. Building Interior	Yes	No	Date and description of repair
1. Can all of the doors leading to the exit be unlocked from the inside without the use of a key?			
2. Are all bedroom windows operational? (This is in case of a Fire)			
3. Any visible structural defects?			
4. Is there any accumulation of rubbish or garbage?			
5. Any indication of insects or rodents?			
6. Continuous railing at all stairwells?			
7. Dryers vented to the exterior? (If Applicable)			
8. Water heater in good working condition?			
a. Is there a relief valve pipe? (Maximum six inches from floor with minimum one inch air gap from floor).			
9. Heating unit in good working condition?			
a. Has the heating unit been serviced in the last 2 years?			Date of Service:
10. (If Applicable) Heater flue pipes in good condition?			
11. (If applicable) Has the chimney been inspected?			
12. (If applicable) Is the chimney liner in good condition?			
13. Are toilets and sinks in proper working order?			
a. Are there any leaks in plumbing?			
14. Is electrical panel in good condition with no loose wires?			
a. Are there any open slots at panel box? (Must be sealed or capped)			
b. Are there any exposed or dangerous electrical wiring? (Including no improper use of extension cords)			
c. Are there any missing covers on receptacles, switches and junction boxes?			
15. Is there at least one GFI receptacle in each bathroom, kitchen (above countertops), and laundry room?			
16. Are there smoke detectors in each bedroom and all levels of the building including basement?			
17. If the smoke detectors are battery operated, does the alarm activate when the detector is tested?			

C. Building Interior	Yes	No	Date and description of repair
18. Carbon Monoxide detectors shall be required in all residential rental properties that contain attached garages, fuel-fire appliances or basement for every level of the building as well adjacent to each sleeping area. If battery operated, does the alarm activate when the detector is tested?			
19. Two and one-half (2 ½) pound to five (5) pound ABC fire extinguisher required in all kitchens?			
20. If the property has a fire alarm system, has it been serviced in the past year?			Date of Service:
21. It is recommended that no flammable items be stored in the oven or on top of the stove burners.			

Comments:

Thank you for your cooperation in this matter. The above is in accordance with Ordinance # 246-2021 Chapter XV – Housing Part 1, Rental Housing Registration. This ordinance can be found online at www.tildentownship.com under “Complete List of Ordinances” or at the Township office located at 874 Hex Highway. It is the Board of Supervisors intentions to make Tilden Township a healthy and safe for the residents to dwell. This inspection does not prevent the owner/landlord from conducting a more in-depth inspection on your rental properties.

VERIFICATION:

I, _____ (*print name*), owner/property manager of the residential rental property located at _____ (*rental address*), Tilden Township, Berks County, Pennsylvania, verify that the statements made in the foregoing checklist are true and attest that I will fulfill my obligations under the rental ordinance, Ordinance #247-2022, property maintenance code, and building codes. I understand that statements made herein are subject to the penalties of 18 Pa.C.S.A. Section 4904, relating to unsworn falsification to authorities.

Signature (*Property Owner*): _____ Date: _____

OFFICE USE ONLY

Cash
 Money Order
 Check #
Date Received: _____