

Susquehanna Borough Rental Permit Application 2016

Property Owner _____ : **St. Address** _____ **City, State,**
Zip _____ **Phone:** _____ **Cell** _____

| Address of Dwelling | Description of unit <small>(Single family-duplex or commercial)</small> | Occupied/Vacant | Main Tenant per unit <small>(Head of Household) include phone numbers</small> |
|---------------------|--|-----------------|--|
| 1. _____ _____ | _____ | _____ | _____ |
| 2. _____ _____ | _____ | _____ | _____ |
| 3. _____ _____ | _____ | _____ | _____ |

Instructions:

- Fill out application. Include information for each property you currently rent/lease, or intend on renting/leasing. (This form may be copied for more properties)
- Send Application and payment to : Borough of Susquehanna, 83 Erie Blvd. Suite A, Susquehanna, PA 18847. Check made payable to the Borough of Susquehanna. Fees: \$100.00 per unit. If the unit passes the first inspection, a \$50.00 refund will be sent to the owner. If the unit requires a second inspection for compliance, the \$50.00 balance will be used for the cost of the second Inspection. There will be a \$50.00 fee for each additional inspection. **Applications are due to the borough no later than April 30, 2016.**
- Contact NEIC (Northeast Inspection Consultants) at 570-280-2111 to schedule the inspection. It is the **Landlords responsibility** to contact NEIC to schedule an appointment. If a second inspection is required for non-compliance code issues, it is the **Landlords responsibility** to schedule a second inspection directly with NEIC. (NEIC will schedule inspection on a first come basis during the hours listed on the enclosed form)
- All final/passing inspections must be complete by 7/15/16.**

NO INSPECTION REQUIRED FOR THE CURRENT YEAR FOR ONE OF THE FOLLOWING: (please check)

- NON – RENTAL:** I do no rent my property in Susquehanna Borough or plan to in the next 12 months
- NO FURTHER INSPECTION REQUIRED** as there has been no change in ownership, tenants or code violations at my rental unit since my last “passed” inspection. Tenant Name (s): _____
- Rental Unit has obtained a current, passing HUD inspection with no changes in tenant or ownership and there have been no reported or observed code violation regarding the rental unit.**
 (HUD Inspection form must be provided)

The Code Officer, Fire Marshall, or other individual performing the aforesaid inspection is not a “home-Inspector” as defined in section 68PA A.C.S.A. section 7502. The aforesaid inspection will be based on observation of the visible and apparent condition of the structure and its components on the date of inspection. The results of the said inspections are not intended to make any representation expressed or implied regarding the presence or absence of latent or concealed defects that are not reasonably ascertainable in the course of performance of said inspection. The Borough of Susquehanna or its agents or employees or anyone involved in making said inspections makes no express or implied warranties including without limitation the implied warranties of merchantability and fitness for a particular purpose of use regarding the inspected structure or components and all such warranties are hereby excluded. In no event shall the Borough of Susquehanna, its employees, agents, or anyone involved in performing the aforesaid inspections are liable for any incidental or consequential damages relating to said inspections. Any deficiencies observed involving personal safety may be indicated as minor in terms of cost to repair but could nonetheless result in serious injury.

Owner’s Signature _____ Date _____