

## **Borough of Lititz Rental Housing Inspection Form**

7 South Broad Street Lititz, PA 17543 Phone (717) 626-2044 Fax (717) 626-1329

**Scope**: Per Ordinance No. C-523 adopted June 25, 2013, every person proposing to operate a residential rental property approved by Lititz Borough shall be required to register said rental property on an annual basis, schedule the required rental housing inspection during the required year indicated, and every 3 years after the initial inspection, and upon tenant change of occupancy, or as otherwise mandated by municipality.

PROPERTY INFORMATION:  Address Apt. #  Number of Bedrooms Number of Occupants  OWNER INFORMATION:  Name Phone #  Address Phone #  Inspector Arrival Time Inspector Departure Time  1st   2nd   3rd   3rd   1	Address Apt.  Number of Bedrooms Number of Occupa  OWNER INFORMATION:  Name Phone #  Address Phone #  Inspector Arrival Time Inspector Departure Time  1st 2nd 3rd Inspection Inspection Violation Violation Violation Violation Violation Violation  Y N Y N Y N OCCUPANCY	#
Address Number of Bedrooms Number of Occupants	Address Number of Bedrooms Number of Occupa  OWNER INFORMATION:  Name Phone #  Address Phone #  Inspector Arrival Time Inspector Departure Time  1st 2nd 3rd Inspection Inspection Violation	#
Number of Bedrooms	Number of Bedrooms Number of Occupand  OWNER INFORMATION:  Name Phone #  Address Phone #  Inspector Arrival Time Inspector Departure Time	unts
Name Phone #	Name Phone # Address Phone #  Management Company Phone # Inspector Arrival Time	
Management Company Phone #  Management Company Phone #  Inspector Arrival Time Inspector Departure Time  Inspection Inspection Inspection Violation Violatio	Address Phone #	
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Management Company  Phone #  Inspector Arrival Time  Inspection   Inspection   Inspection   Violation   Violation	Management Company Phone #  Inspector Arrival Time Inspector Departure Time  Inspection Inspection Inspection Violation Violation Violation Violation Fig. 1	
Inspector Arrival Time  Ist 2nd 3rd Inspection Violation	Inspector Arrival Time  1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> Inspection Inspection Violation Violation  Y N Y N OCCUPANCY  Gross Over Occupancy	
Inspection Violation Viola	nspection Violation Violat	
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Gross Over Occupancy    Stand   Stand   Stand   Stand   Inspection   Inspection   Violation   Violatio	→	
Inspection Violation Viola		
Inspection Violation  Namproved/Nonexistent premise identification (House Numbers)  Roof drainage system in disrepair/obstructed  Swimming pool not being maintained in sanitary condition  Swimming pool, hot tub, spa contains > 24" of water and has a barrier  48" above finished ground level  Exterior decks, staircases & railings  Private sidewalks		
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1 st	2 <sup>nd</sup>	3 <sup>rd</sup>	
Inspection	Inspection	Inspection	
Violation	Violation	Violation	
Y N	Y N	Y N	FRONT/BACK DOORS
$\bigcirc\bigcirc$	$\bigcirc\bigcirc\bigcirc$	$\bigcirc\bigcirc$	Not operational / In need of repair
$\rightarrow \rightarrow$	$\rightarrow$	$\rightarrow \rightarrow$	Exterior doors lock
Comments	:		
-	=		
1 st	and	l ard	
_	2 <sup>nd</sup>	3 <sup>rd</sup>	
Inspection Violation	Inspection Violation	Inspection Violation	
Y N	Y N	Y N	GENERAL INTERIOR
			Excessive accumulation of rubbish or garbage
$\rightarrow \leftarrow$	$\rightarrow \leftrightarrow \leftarrow$	$\rightarrow \leftarrow$	Presence of insect and/or rodent infestation
$\rightarrow \leftarrow$	$\rightarrow \leftarrow$	$\longleftrightarrow$	Evidence of prolonged unsanitary conditions
$\rightarrow \leftarrow$	$\rightarrow \leftarrow$	$\longrightarrow$	Mold present
$\rightarrow \leftarrow$	$\rightarrow \leftarrow$	$\longrightarrow$	Structural issues
Comments			Structurar 1550c5
Comments	<u>.</u>		
1 st	2 <sup>nd</sup>	3 <sup>rd</sup>	
Inspection	Inspection	Inspection	
Violation	Violation	Violation	INTERPOLOR CITATION AND AN AND AN AND AND AND AND AND AND
Y N	YN	YN	INTERIOR STAIRS and HANDRAILS/GUARDRAILS
$\hookrightarrow$	$\rightarrow \leftrightarrow \rightarrow$	$\longleftrightarrow$	In disrepair
$\rightarrow \leftarrow$	$\rightarrow \leftrightarrow \rightarrow$	$\longrightarrow$	Handrails present
Comments			Guardrails present
Comments	<u>-</u>		
1 <sup>st</sup>	$2^{nd}$	3 <sup>rd</sup>	
Inspection	Inspection	Inspection	
Violation	Violation	Violation	
Y N	YN	Y N	ELECTRICAL SYSTEMS
$\bigcirc$		$\bigcirc$	Exposed wiring present
$\bigcirc$		$\langle \rangle \langle \rangle$	Light fixture(s) inoperable, missing or damaged
$\langle \rangle \langle \rangle$	$\langle \rangle \langle \rangle$	$\langle \rangle \langle \rangle$	Cover plates damaged or missing
$\langle \ \rangle \langle \ \rangle$	$\langle \ \rangle \langle \ \rangle$	$\langle \rangle \langle \rangle$	Receptacle damaged and warrant replacement
Comments	_		

1 st	2 <sup>nd</sup>	3 <sup>rd</sup>	
_	_	-	
Inspection Violation	Inspection	Inspection Violation	
	Violation		
Y N	Y N	YN	PLUMBING
$\searrow$	$\stackrel{\bigcirc}{\searrow}\stackrel{\bigcirc}{\searrow}$	$\longrightarrow$	Required plumbing fixture(s) not working or missing
$\searrow$	$\langle \rangle \langle \rangle$	$\longleftrightarrow$	Water heater incapable of providing 110 degrees F to fixtures
$\langle \rangle \langle \rangle$	$\langle \rangle \langle \rangle$	$\langle \rangle \langle \rangle$	Hot water heater inoperable or improperly installed
$\langle \rangle \langle \rangle$	$\langle \ \rangle \langle \ \rangle$	$\langle \rangle \langle \rangle$	Missing/improperly installed water heater discharge pipe
Comments	• <u>•</u>		
1 <sup>st</sup>	$2^{\text{nd}}$	3 <sup>rd</sup>	
Inspection	Inspection	Inspection	
Violation	Violation	Violation	
Y N	Y N	Y N	HEATING / VENTILATION SYSTEM
$\bigcirc$	$\bigcirc$	$\bigcirc\bigcirc\bigcirc$	Improper heat source
$\rightarrow \rightarrow \rightarrow$	$\rightarrow \leftrightarrow \rightarrow$	$\rightarrow \rightarrow \rightarrow$	Exhaust fan not vented to outside of building (bath)
$\rightarrow \leftarrow$	$\rightarrow \leftarrow$	$\rightarrow \leftarrow$	Proper dryer ventilation
$\rightarrow \leftarrow$	$\rightarrow \leftarrow$	$\longrightarrow \longleftarrow$	Flammable materials improperly stored
Comments			1 idininable materials improperty stored
Comments	<u>•</u>		
1 st	2 <sup>nd</sup>	3 <sup>rd</sup>	
Inspection	_	Inspection	
Violation	Inspection	Violation	
	Violation		WINDOWIG
YN	Y N	YN	WINDOWS
$\searrow$	$\stackrel{\bigcirc}{\longrightarrow}\stackrel{\bigcirc}{\longrightarrow}$	$\longleftrightarrow$	One window in each habitable area must open
$\langle \rangle \langle \rangle$	$\langle \rangle \langle \rangle$	$\langle \ \rangle \langle \ \rangle$	First floor windows have operational locks
Comments	• <u>•</u>		
1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	
Inspection	Inspection	Inspection	
Violation	Violation	Violation	
Y N	Y N	Y N	EMERGENCY EXITS (EGRESS)
$\bigcirc$	$\langle \rangle \langle \rangle$	$\langle \rangle \langle \rangle$	Unsafe or obstructed path to the public way
$\rightarrow$	<del>                                     </del>	$\longrightarrow$	Emergency escape opening not operational
Comments		1 / / /	. O
Comments	<u>*</u>		

$1^{st}$ $2^{nd}$	3 <sup>rd</sup>	
Inspection Inspection	Inspection	
Violation Violation	Violation	
Y N Y N	Y N	SMOKE DETECTORS
$\bigcirc\bigcirc\bigcirc\bigcirc\bigcirc$	$\langle \rangle \langle \rangle$	Not operational
	$\longrightarrow$	Improper location
		Battery taken out
Comments:		
I ATTEST that the rent	tal property i	aspection documented herein is true and accurate to the best of my knowledge.
	1 1 3	
Rental Housing Inspect	or	Date
CODE ADMINISTRAT	TORS, INC.	
Rental Housing Inspect	or	nspection documented herein is true and accurate to the best of my knowledge. /

CODE ADMINISTRATORS, INC. 4340 Oregon Pike Ephrata, PA 17522 (717) 859-3350