



# 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.

Current Lease \_\_\_\_\_

Lease Ends \_\_\_\_\_

Name of Tenant Shown on Lease \_\_\_\_\_

### **PROPERTY INFORMATION:**

Inspection Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Address \_\_\_\_\_ Apt. # \_\_\_\_\_

Number of Bedrooms \_\_\_\_\_

Number of Occupants \_\_\_\_\_

### **OWNER INFORMATION:**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_

Management Company \_\_\_\_\_ Phone # \_\_\_\_\_

Inspector Arrival Time

Inspector Departure Time

| 1 <sup>st</sup><br>Inspection<br>Violation |                          | 2 <sup>nd</sup><br>Inspection<br>Violation |                          | 3 <sup>rd</sup><br>Inspection<br>Violation |                          | OCCUPANCY            |
|--|--------------------------|--|--------------------------|--|--------------------------|----------------------|
| Y  | N                        | Y  | N                        | Y  | N                        |                      |
| <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | Gross Over Occupancy |

Comments:

| 1 <sup>st</sup><br>Inspection<br>Violation |                          | 2 <sup>nd</sup><br>Inspection<br>Violation |                          | 3 <sup>rd</sup><br>Inspection<br>Violation |                          | EXTERIOR STRUCTURE  |
|--|--------------------------|--|--------------------------|--|--------------------------|---|
| Y  | N                        | Y  | N                        | Y  | N                        |   |
| <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | Unapproved/Nonexistent premise identification (House Numbers)         |
| <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | Roof drainage system in disrepair/obstructed                          |
| <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | Swimming pool not being maintained in sanitary condition              |
| <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | Swimming pool, hot tub, spa contains > 24" of water and has a barrier |
| <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | < 48" above finished ground level                                     |
| <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | Exterior decks, staircases & railings                                 |
| <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | Private sidewalks   |

Comments:





| 1 <sup>st</sup><br>Inspection<br>Violation |                          | 2 <sup>nd</sup><br>Inspection<br>Violation |                          | 3 <sup>rd</sup><br>Inspection<br>Violation |                          |                        |
|--|--------------------------|--|--------------------------|--|--------------------------|------------------------|
| Y  | N                        | Y  | N                        | Y  | N                        | <b>SMOKE DETECTORS</b> |
| <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | Not operational        |
| <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | Improper location      |
| <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | <input type="checkbox"/>                   | <input type="checkbox"/> | Battery taken out      |

Comments:

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**I ATTEST** that the rental property inspection documented herein is true and accurate to the best of my knowledge.

\_\_\_\_\_  
Rental Housing Inspector

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

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