

# **WHITEHALL TOWNSHIP RESIDENTIAL LANDLORD GUIDE**



**YOUR duties  
as a residential  
landlord/manager under  
Whitehall Township regulations**

**Whitehall Township would like to advise landlords and managers of all properties in the township of their obligations under township ordinances with respect to their property and maintenance of same. This includes (but is not limited to) the following:**

- Maintenance of Exterior and interior property areas
- Provision of trash removal and receptacles when required (any commercial structure or mixed use residential/commercial and any residential structure containing more than 4 units - trash removal is responsibility of owner)
- Provision of required 24 hour emergency contact information to the tenant
- Designation of 'responsible agent' for emergency response if owners address is located more than 10 miles from Township boundary
- Securing required Certificates of Occupancy for any new tenants prior to the unit/space being occupied
- Provision of 'accessible path' for any ADA accessible parking facilities, including spaces authorized on public streets.
- Requirements to secure necessary permits for any and all construction work on the property
- Please contact the Treasurer's Office for Business License Info

**Q. What does a Landlord have to do with property maintenance?**

**A. EVERYTHING!**

Chapter 3 of the Whitehall Township Property Maintenance Code sets forth the requirements of all property owners to maintain their property in a clean, safe and sanitary condition. This includes the property AREAS as well as the STRUCTURES thereon. These regulations require upkeep of all structures, including walks, fences, swimming pools, and accessory buildings as well as the primary structure. The regulations limit what can be stored outside (including no junk vehicles), where you can park vehicles, as well as how the growth on the property must be maintained and the elimination and prevention of vermin.

Doors must have hardware, windows must have screens, structures must be sound and free of hazards. Drainage facilities must be adequately maintained.

Interiors of structures must be clean and sanitary and without rubbish and garbage or vermin or other pests, including bedbugs, roaches and other insects and mice or rats.



## TRASH REMOVAL AND RECYCLING

Landlords/property owners are required, pursuant to Section 308 of the Property Maintenance Code and Chapter 20 of the Whitehall Township Codified Ordinances (Trash regulations), to provide trash removal and associated containers. You are also required to provide recycling containers and services pursuant to PA Law. Dumpsters must be self latching and contain information on them as to who the hauler is, and all must be regularly emptied.

Even if you only own a single family residence and rent it out, **you** must make sure your tenants are disposing of waste correctly and recycling per the law.

# EMERGENCY CONTACTS.....

Pursuant to Section 11-1 of the Whitehall Township Codified Ordinances, all landlords are **REQUIRED** to provide all of the following information to their tenants:

## Chapter 11

### HOUSING

#### **§ 11-1. Requirements for owners, operators, responsible agents or managers of residential rental units.**

It shall be unlawful for any person to conduct or operate or cause to be rented, either as owner, operator, responsible agent or manager, any residential rental unit within the Township of Whitehall without having a landlord license as required by Chapter 11, Housing, § 11-1, Requirements for owners, operators, responsible agents or managers of residential rental units; and the owner, operator, responsible agent or manager shall include the amendment attached hereto, as Exhibit A, as an addendum to the residential rental agreement in each lease of a residential rental unit taking effect on or after February 11, 2010. Said amendment is hereby considered to be a part of every lease of a residential rental unit in the Township of Whitehall executed on or after February 11, 2010; and it shall be the responsibility of every owner, operator, responsible agent or manager to display the residential rental registration in the residential rental unit. This residential rental registration shall include the following information:

- A. The name, mailing address and telephone number of the owner, operator, responsible agent or manager.
- B. The evenings on which garbage and recycling are to be placed curbside for collection or, if more than four rental units, the location of disposal facilities onsite or the name of the private hauler.
- C. The telephone number to call to register complaints regarding the physical condition of the residential rental unit.
- D. The telephone number for emergency police, fire and medical services.
- E. The date of expiration of the residential rental registration is December 31 of the said calendar year of issuance.

**This form is required to be attached to any lease entered into post 2-11-10**

**TOWNSHIP OF WHITEHALL**

**3219 MacArthur Road**

**Whitehall, PA 18052**

**Rental Registration Form**

- Residential                       Sprinkler System                       Fire Alarm System

**Rental Unit**

Street Address \_\_\_\_\_ Number of Units \_\_\_\_\_

If Corporation or Partnership – Responsible Party:

\_\_\_\_\_

Complete List of Owners' Names

\_\_\_\_\_

Mailing address \_\_\_\_\_ Phone No. \_\_\_\_\_

After Hours Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

**Operator, Responsible Agent or Manager**

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_

After Hours Phone No. \_\_\_\_\_ Cell No. \_\_\_\_\_

Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

Residential Rental Agreement for Apartment \_\_\_\_\_

The tenants of the rental unit have been advised of the following:

**Garbage and Recycling**

The evenings on which garbage and recycling are to be placed curbside for collection or, if more than four rental units, the location of disposal facilities onsite or the name of the private hauler.

**Complaints**

The telephone number to call to register complaints regarding the physical condition of the residential rental unit.

**Emergency Numbers**

The telephone number for emergency police, fire and medical services.

**Expiration**

The date of expiration of the residential rental registration \_\_\_\_\_

## **CERTIFICATE OF OCCUPANCY INSPECTION**

As a landlord, you are not permitted to lease for use or occupancy *any* space—residential or commercial without having first secured the required inspection from the Township. This means completing the inspection request form, and scheduling with the township to have an inspection performed. The type and intensity of inspection depends on the use, and **MUST** be done before **ANY** new tenant moves in.

**ALL** properties, residential—single family home or apartment unit as well as commercial space—must be inspected, and any code violations noted must be corrected and corrections/repairs approved by the Township prior to allowing *any* occupancy.

You also **MUST** designate a rental manager/responsible agent for your property with residence or business location within 10 miles of the township.

You also may **NOT** rent as a short term rental or by individual room without further zoning approvals.

**Fillable Form available on Township website at [www.whitehalltownship.org](http://www.whitehalltownship.org) under the 'forms and documents' tab.**



## TOWNSHIP OF WHITEHALL

FEE PAID \$ \_\_\_\_\_  
CASH or CHK #: \_\_\_\_\_

### CERTIFICATE OF OCCUPANCY INSPECTION REQUEST FORM

Complete this form in its entirety & return it with the appropriate fee to WHITEHALL TOWNSHIP, Bureau of Development, 3219 MacArthur Road, Whitehall, PA 18052. Any questions, please call 610-437-5524, Ext. 1138.

**NOTE: VIOLATIONS MUST BE CORRECTED & PROPERTY RE-INSPECTED WITHIN 30 DAYS or BEFORE SETTLEMENT. Please print legibly.**

CURRENT PROPERTY OWNER: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

APPLICANT MAILING ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

BUYER NAME (if known): \_\_\_\_\_ BUYER PHONE #: \_\_\_\_\_ SETTLEMENT DATE (if known): \_\_\_\_/\_\_\_\_/\_\_\_\_

**WILL THIS BE AN "AS-IS" SALE? \_\_\_\_\_ YES\* \_\_\_\_\_ NO** \*Buyer or Seller Acceptance Form & Fees *MAY* be required, call for details.

**WILL THIS BE A RENTAL PROPERTY? YES \_\_\_\_\_ NO \_\_\_\_\_ IF SO, COMPLETE INFORMATION BELOW:**

**RENTAL PROPERTY MANAGER - RESPONSIBLE AGENT (WITHIN 10 MILES) MUST be completed for ALL rental properties:**

NAME: \_\_\_\_\_

ADDRESS (No PO Box): \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ AFTER HOURS/CELL #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

➔ **ADDRESS TO BE INSPECTED:** \_\_\_\_\_

➔ **INSPECTION CONTACT PERSON:** \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ CELL #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**FOR THE SALE OF THE PROPERTY**

- SINGLE FAMILY HOME
- TWIN
- TOWNHOUSE
- CONDOMINIUM
- APARTMENT - TOTAL NUMBER OF UNITS \_\_\_\_\_

**RENTAL UNITS**

- SINGLE FAMILY HOME
- TWIN
- TOWNHOUSE
- CONDOMINIUM
- APARTMENT - TOTAL NUMBER OF UNITS \_\_\_\_\_

ANY MISSED INSPECTIONS OR ANY PROPERTY NOT READY FOR SCHEDULED INSPECTION MAY BE ASSESSED AN ADDITIONAL FEE.

**COMMERCIAL**

- FOR SALE OF PROPERTY
- CHANGE OF TENANCY
- PROPOSED USE \_\_\_\_\_
- NAME OF PROPOSED BUSINESS \_\_\_\_\_
- SQUARE FOOTAGE OF LEASED SPACE \_\_\_\_\_

➔ **DATE OF INSPECTION REQUESTED:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE**

ASSIGNED INSPECTOR \_\_\_\_\_ RE-INSPECTION DATE/TIME \_\_\_\_\_

VIOLATION(S) IF ANY \_\_\_\_\_

USE AND OCCUPANCY CLASSIFICATION \_\_\_\_\_ APPROVED CONSTRUCTION TYPE \_\_\_\_\_

CONDITION(S) OF C.O. IF ANY \_\_\_\_\_

### **INSPECTION FEES**

**RESIDENTIAL:**

Single Family: \$65.00  
Apartments: \$35.00 per unit

**Cash, Check or  
Money Order ONLY  
No Cards**

**COMMERCIAL / INDUSTRIAL:**

\$150.00 for 1,000 sq. ft. or less *plus*  
\$20.00 for each additional 1,000 sq. ft. *or* fraction thereof

**\*ADDITIONAL FEES & PAPERWORK MAY BE REQUIRED FOR "AS IS" SALES, CALL FOR DETAILS.**

Rev. July 2023





## ACCESSIBILITY

All multi family and commercial property owners are required to comply with all provisions of the Americans With Disabilities Act and the Federal Fair Housing Accessibility Provisions. This includes making reasonable accommodations to the rental unit for disabled individuals as well as providing accessible paths to any designated accessible parking, including those authorized in the public rights of way.

Please know that even if your tenant is approved by the Township for *on- street* accessible parking, if you are utilizing this space for your tenant in an attempt to address their need for an accessible space, you as the property owner of the unit are still responsible to provide an accessible route to this *on- street* space for your tenant. This includes, but may not be limited to, appropriate depressed curbing, handicap access ramps and associated landing area, as well as an improved surface path to the unit or structure. Accessible routes never have curbs or stairs, must be at least three (3) feet wide, and have a firm, stable, slip-resistant surface. The slope on the accessible route shall not be greater than 1:12 in the direction of travel.

**Fillable Form available on Township website at [www.whitehalltownship.org](http://www.whitehalltownship.org) under the 'forms and documents' tab.**



**WHITEHALL TOWNSHIP  
3219 MACARTHUR ROAD  
WHITEHALL, PA 18052  
610-437-5524**

Please be advised that Whitehall Township Board of Commissioners, with the adoption of Ordinances 2813 and 2812, have established a requirement for all owners of rental property in the Township that either on-site manager be designated for all rental properties, or a manager residing **within 10 miles** of the geographical boundaries of the Township. This designated "manager" must be authorized to accept service of process on behalf of the legal owner of said residential unit, provide access to and assume control of the premises and authorized to discharge alarms.

Effective February 11, 2010, no Certificate of Occupancy or Business License will be issued for any rental property unless and until the enclosed registration forms have been completed.

Failure to designate the required responsible individual could result in enforcement action against you as the property owner.

**RESPONSIBLE AGENT CONTACT INFORMATION**

Rental or Non-Owner-Occupied Property Address(es): \_\_\_\_\_  
\_\_\_\_\_

Property Owner/Principal Owner Name: \_\_\_\_\_

Mailing Address (No PO Box): \_\_\_\_\_  
\_\_\_\_\_

Office/Home Phone #: \_\_\_\_\_

After Hours Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**Operator, Responsible Agent or Manager Information (If different from above):**

Name: \_\_\_\_\_

Mailing Address (No PO Box): \_\_\_\_\_  
\_\_\_\_\_

Office/Home Phone #: \_\_\_\_\_

After Hours Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

## CONSTRUCTION ON THE PROPERTY

All construction on any property must comply with the requirements of the Pennsylvania Uniform Construction Code as well as Whitehall Township's local amendments thereto.

You must secure permits and approvals for all construction work prior to the work commencing.

If you have to do plumbing work on your rental property, it must be done by a MASTER LICENSED plumber. You *cannot* perform plumbing work on a rental property that you own.

You can easily download permit applications on the township's website, [www.whitehalltownship.org](http://www.whitehalltownship.org), under the 'forms and documents' tab.

# COMPLAINTS

The Township frequently responds to complaints from tenants of rental properties. While not all complaints will be township issues, valid complaints must be followed up on and promptly addressed by the property owner/landlord/manager. Failure to do so will result in the required enforcement actions being taken. Therefore it is appropriate for you as a landlord to be as responsive as possible to your tenant with any concerns they arise regarding your unit.

7-7-23 m/codes

COMPLAINT NO.: \_\_\_\_\_  
 DATE RECEIVED: \_\_\_\_\_

## REQUEST FOR COMPLAINT INVESTIGATION Bureau of Development ONLY

PLEASE PRINT LEGIBLY AND FILL OUT FORM COMPLETELY. INCOMPLETE FORMS WILL NOT BE RESPONDED TO AND WILL BE DESTROYED

This form shall be completed for all filings of complaints **regarding issues pertaining to building, property maintenance or zoning codes ONLY**. The person or persons filing the complaint shall understand that by signing and/or attesting to the information contained herein may be asked and/or summoned by subpoena to provide testimony in a court of law. Accordingly, the Township can only respond if the following information is provided accurately and completely. Please provide the complainant's complete address, including the city, state and zip code, phone number and email. Incomplete or unsigned forms will not be accepted or investigated.

**ALL WRITTEN COMPLAINTS ARE NOT PUBLIC RECORD IN ACCORDANCE WITH THE RIGHT TO KNOW LAW P.S. §67.708.17(i).**

COMPLAINANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_  
 COMPLAINANT ADDRESS: \_\_\_\_\_ PHONE: ( ) \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 COMPLAINANT SIGNATURE: \_\_\_\_\_

### THE SUBJECT OF THIS COMPLAINT IS:

PROPERTY OWNER NAME (IF KNOWN): \_\_\_\_\_  
 ADDRESS OR LOCATION OF SUBJECT PROPERTY - BE AS DETAILED AS POSSIBLE:  
 \_\_\_\_\_  
 \_\_\_\_\_

RELATIONSHIP OF COMPLAINANT'S PROPERTY TO SUBJECT PROPERTY: \_\_\_\_\_

DESCRIPTION OF COMPLAINT. PLEASE BE AS DETAILED AS POSSIBLE. USE REVERSE SIDE AND ATTACH PHOTOS IF NECESSARY:  
 \_\_\_\_\_  
 \_\_\_\_\_

Can the alleged code violation be viewed from a public right-of-way? ..... YES  NO   
 Is the Township investigator permitted on your property to view and/or take pictures of the alleged code violation? ..... YES  NO

SEND **COMPLETED** FORM TO: Whitehall Township 3219 MacArthur Road, Whitehall, PA 18052; Attn: Development/Codes/Zoning

### PLEASE BE ADVISED!

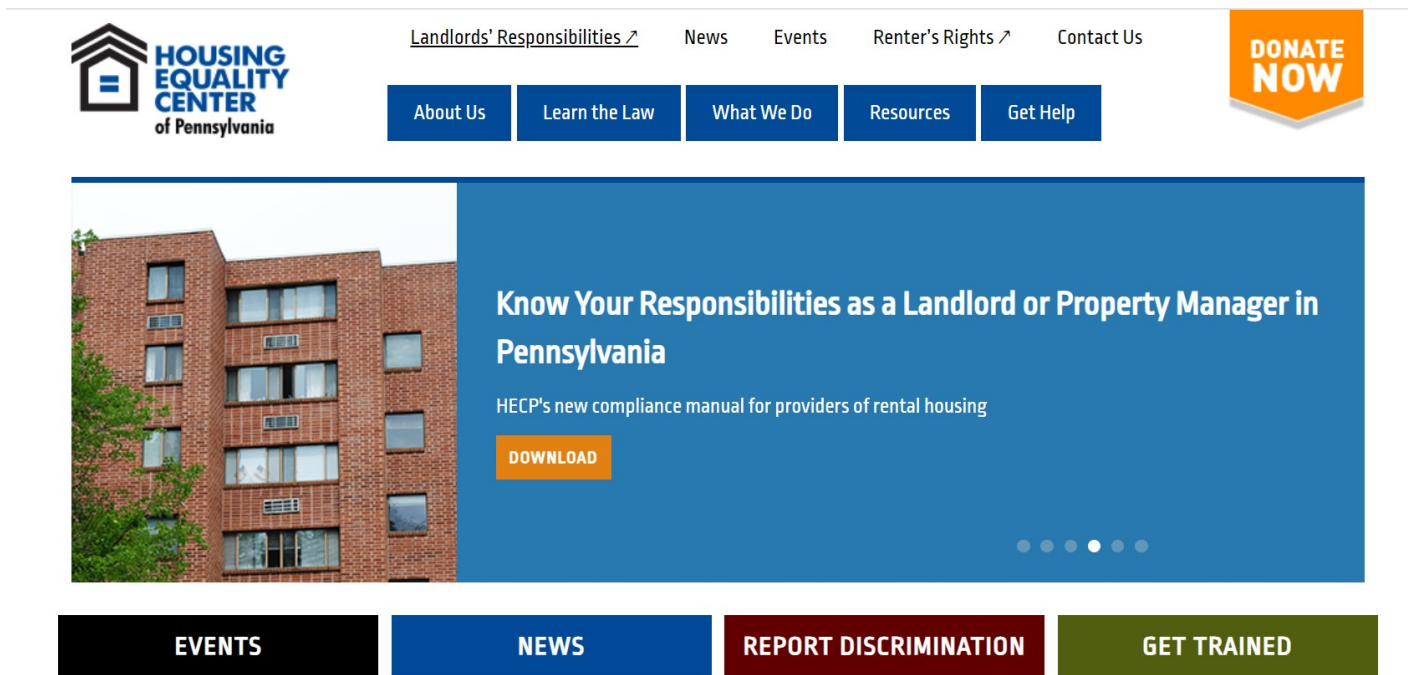
<p>ALL COMPLAINTS ARE ASSIGNED BASED UPON THEIR PRIORITY AND HEALTH SAFETY AND WELFARE STATUS. IF THE DEVELOPMENT BUREAU DOES NOT REGULATE THE ISSUE THE COMPLAINT WILL BE REJECTED AND MARKED AS COMPLETE. COMPLAINTS REGARDING OTHER ISSUES MUST BE DIRECTED TO THE APPROPRIATE TOWNSHIP DEPT.</p>	<p>WHITEHALL TOWNSHIP DOES NOT DISCRIMINATE AGAINST PERSONS BASED UPON RACE, COLOR, NATIONAL ORIGIN, RELIGION, SEX, DISABILITY, OR FAMILIAL STATUS, AND REVIEWS ALL COMPLAINTS RECEIVED IN ACCORDANCE WITH FEDERAL CIVIL RIGHTS STATUTES. COMPLAINTS MADE ON THE BASIS OF BIAS AND STEREOTYPES CONCERNING PERSONS WITHIN THESE PROTECTED CLASSES WILL NOT BE TAKEN INTO CONSIDERATION.</p>
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As a landlord you also have responsibilities under state and federal laws.

You should visit the PA Housing Equality Center website at

**equalhousing.org**

for resources that will help you to understand your obligations under the laws.



**HOUSING EQUALITY CENTER of Pennsylvania**

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**Know Your Responsibilities as a Landlord or Property Manager in Pennsylvania**


HECP's new compliance manual for providers of rental housing

[DOWNLOAD](#)

**EVENTS** **NEWS** **REPORT DISCRIMINATION** **GET TRAINED**

# SOME REGULATIONS WHICH YOU AS PROPERTY OWNER MUST ENFORCE:

These are just samples of some of the regulations. There are many more!!!!

- Grass and weeds cannot exceed a height of 15 inches 

- Trash containers must be stored when not placed for weekly pickup



- No unlicensed, inoperable vehicles may be stored on the property



- No accumulation of animal excrement is permitted



- All snow and ice must be cleared from public walks within 24 hours of the cessation of snowfall



- No noise exceeding the regulations of the Whitehall Township Noise ordinance is permitted



- No parking on unpaved surfaces is permitted



# SOME REGULATIONS WHICH YOU AS PROPERTY OWNER MUST ENFORCE:

These are just samples of some of the regulations. There are many more!!!!

- Any graffiti placed must be promptly removed/eradicated



- No commercial use of the property is permitted without further zoning approvals



- No commercial vehicle parking is permitted



- No 'seasonal' or temporary pools or similar structures may be erected without proper permits



- No separate renting of parking areas to others is permitted

- No short term rentals (i.e. Air BNB or VRBO, etc.) or boarding type homes are permitted without prior township approval.

- No individual bedroom rentals are permitted.



The background features a large, faint seal of Whitehall Township, Pennsylvania. The seal is circular with a sunburst border. Inside the border, the words "WHITEHALL TOWNSHIP" are written in a circular path. At the top, it says "FOUNDED 1867". In the center is a shield with a building and the text "GOVERNMENT" and "FIRST CLASS TOWNSHIP". At the bottom, it says "OF PENNSYLVANIA".

For any questions/  
concerns  
regarding any  
rental unit  
please contact us  
at  
610-437-5524  
x1133 or x1123  
Thank You!