

Frequently Asked Questions of Dauphin Borough Rental Inspection Ordinance

In 2015 Dauphin Borough enacted an ordinance titled the "Rental Properties Maintenance and Housing Occupancy Ordinance of the Borough of Dauphin (aka Chapter 11) to insure that all rental units are safe and sanitary. Here are some of the most frequently asked questions about the Ordinance.

Registration and Reporting

- 1. Do vacant rental units have to be inspected?**
No - Vacant rental units need not be inspected per Sec. 11-102.
- 2. If I had change in tenants since my last registration, do I need to do anything?**
Yes - Landlords shall report to the Borough any change in the status of tenants within 15 days by completing and filing a Status of Occupancy Report with the Borough, a per Sec. 11-103.
- 3. We are selling our rental unit(s) Do I need to notify the Borough?**
Yes - The property owner shall contact the Borough Secretary within 24 hours of any transfer of ownership or control of a rental property who will in turn notify the Codes Enforcement Officer per Sec. 11-211.
- 4. How often do I need to register my rental unit(s)?**
Every Year - All rental properties must be registered with the Borough, by filing a Status of Occupancy Report, annually between January 1 and January 31 per Sec. 11-216.2
- 5. How much is the rental registration fee?**
The fee is \$63.00 per unit per year. This amount was set by Borough Council under Resolution 2015-02.
- 6. How Do I register a rental unit or new tenants?**
You can visit the Dauphin Borough website at www.dauphinborough.org and download the Status of Occupancy Report, complete the Report and return it to the Borough along with the registration fee(s).

Inspections

- 1. How often are the rental units inspected?**
Rental Properties shall be inspected once every 2 years or when the Codes Enforcement Officer believes there to be a violation per Sec. 11-210.2
- 2. Who must to be present for the inspection?**
The owner, agent, or a person in charge and responsible for the property must be present at all times during the inspection to provide full access to the building per Sec. 11-210.5.
- 3. What do I do if I can't make a scheduled inspection?**
An inspection may be canceled 1 time if the Codes Enforcement Officer is contacted by phone at (717) 838-1351 during normal business hours at least 72 Hours (3 days) in advance of the date of the

inspection. Failure to do so may result in the charging of a cancellation fee of \$35.00 per unit per Sec 11-210.9

4. **What will the Codes Enforcement Officer be looking for when they do the inspection?**

They will review the exterior and interior of the building and rental unit for compliance with the ordinance. The items of review will be, but not limited to, the overall condition of the property, and that that the property and units are safe and sanitary and that it is fit for human habitation. You can review an overview of the rental unit requirements by visiting the Dauphin Borough website at www.dauphinborough.org.

5. **How much of the building will the Codes Enforcement Officer need access to?**

The Codes Enforcement Officer will need to have access to any part of the building that is associated with a rental unit such as basements and attics. So if the furnace, electrical panel, hot water heater, etc. are located in the basement or other parts of the building, the Codes Enforcement Officer will need to have access to verify that they are in compliance with Ordinance.

6. **How many inspections are included with the registration fee?**

The registration fee covers the inspection and administrations costs of the initial inspection and one (1) re-inspection. So typically, the Codes Enforcement Officer will conduct the initial inspection and if he finds any violations he will write them up on the inspection form and allow a certain amount of time for correction. Once the violations are corrected, the property owner will schedule a re-inspection. If the violations have not been corrected at the time of the re-inspection, the Codes Enforcement Officer may provide for additional time for correction and another inspection will be to be completed. The property owner will be responsible for paying the \$63.00 second re-inspection fee.

7. **What if I have just had the rental unit(s) inspected and I change tenants. Do I need to be re-inspected and how much will it cost?**

All rental units must be inspected upon the change of tenants unless the unit has been inspected within the last 12 months per Sec. 11-223.1. There is no additional cost as the inspection fee is covered under the new registration that must be completed for the new tenants.

Penalties

1. **What happens if a rental property owner fails to comply with the requirements of the Chapter 11?**

The property owner may be subject to a criminal citation and if found guilty, may be subject to fine of up to \$1000.00 per day per violation.