

SUMMARY OF CHAPTER 124 OF THE CODE OF THE BOROUGH OF EAST STROUDSBURG

Licensing and Inspection of Residential Rental Property

This is a summary of the relevant responsibilities established by Chapter 124 of the Code. A copy of the entire Chapter is available at the East Stroudsburg Borough Office, 24 Analomink St. East Stroudsburg, PA 18301. It is also available on the Borough Website at www.eaststroudsburgboro.org

The Code will govern in the event of any variance between this summary and the Code.

Enclosed is the Registration Form to be used to register a Regulated Rental Unit (RRU). A separate form must be submitted for each RRU. The Code requires that each RRU be registered on a yearly basis at a fee of **\$62.00 for each unit** (\$40.00 per unit for residential complexes with thirty or more units). The registration year runs from September 1st of the current year to August 31st of the following year. **Registrations must be received no later than September 1st of each year.** Registrations received after this date will be subject to a **\$25.00 late fee.** Please call our office with any questions of concerns at 570-421-8300. Residential rental units that are vacant **MUST** be registered. The Borough must be notified of any changes in ownership/or manager information within five (5) days and any tenant changes within ten (10) days. Please note that a Manager **MUST** be designated if the Owner does not reside within a twenty (20) mile radius of the Borough and within the Commonwealth of Pennsylvania.

The purpose of this Chapter is to assist the Borough of East Stroudsburg in protecting and promoting the public health, safety, and welfare of its citizens by establishing a system to ensure the proper maintenance of residential rental housing units through a systematic inspection process; to establish rights and obligations of Owners and Occupants relating to the rental of certain Residential Units in the Borough of East Stroudsburg and to seek that Owners and Occupants properly maintain rental housing within the Borough; to ensure that Owners, Managers, and Occupants share responsibilities to comply with Codes to prevent overcrowding, and to avoid nuisances for neighboring residents. The Code requires that all RRU's be maintained in compliance with the *2006 International Property Maintenance Code*, as published by the International Code Council, Inc. Inspection criteria relative to each RRU, as well as all of the common areas and outside premises of the property, have been established in accordance with the requirements of the Property Maintenance Code.

A sample copy of the checklist of items to be verified by the Code Officer at the initial inspection of the property is available upon request. Inspections will be conducted by a Code Officer or duly authorized agent of the Borough of East Stroudsburg. Inspection appointments will be made by this office with the Owner/Manager, who must accompany the Code Officer on the inspection. Owner/Manager must also ensure the Occupant(s) of the Unit are present at the scheduled time. The initial inspection and the re-check inspection (done after all necessary corrections as identified by the Code Officer, have been completed) are included in the Registration/License fee. If all corrections have not been completed at the time of the re-check inspection, there will be additional charges incurred. The Code requires that each RRU be subject to an inspection once every two (2) years, based on a geographic schedule established by the Code Enforcement Office. Be advised that a Re-Sale Inspection will also be required if the property is going to be sold. Contact the Code Office to make the appointment.

Refer to Sections 124-3 and 124-4 of the Code for detailed information regarding Owner's duties and Occupant's duties as well as information relative to Disruptive Conduct, as it relates to the Code.

The right to appeal a decision, notice or order made pursuant to Chapter 124 of the Code is provided by the establishment of a Borough of East Stroudsburg Property Maintenance Board of Appeals. Please refer to Section 124-6.E. of the Code for detailed information.