



MIDDLE SMITHFIELD TOWNSHIP  
147 MUNICIPAL DRIVE  
EAST STROUDSBURG, PA 18302  
570-223-8920 FAX: 570-445-3720

## **RESIDENTIAL RENTAL OCCUPANCY CERTIFICATE APPLICATION**

**ALL SECTIONS OF THIS APPLICATION MUST BE COMPLETED**

1. Property Address: \_\_\_\_\_

2. CONTACT INFORMATION:

*A copy of the issued certificate will be emailed to the applicant and property owner/landlord.*

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

**\*\*Must be the name of the person signing the application**

Owner/Landlord       Managing Agent

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

OWNER/LANDLORD Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

3. Estimated Rental Date: \_\_\_\_\_

4. Type of Dwelling:     Single-Family     Townhome/Condo     Multi-Family

Other: \_\_\_\_\_

Total number of bedrooms: \_\_\_\_\_      Total number of bathrooms: \_\_\_\_\_

5. Is property vacant? \_\_\_\_\_

6. Is water on? \_\_\_\_\_ Is electricity on? \_\_\_\_\_

*\*If water and/or electricity is **not** turned on, applicant will receive Temporary Access Certificate only and will require re-inspection once water and electricity is turned on. Re-inspection is \$50*

7. Is property within a community?  Yes     No    If gated, provide access code: \_\_\_\_\_

Community Association Name: \_\_\_\_\_

8. Check one:     Private Septic       Cesspool       Public/Community Sewer

If septic, date of last inspection/pump: \_\_\_\_\_

***\*Must provide township with proof of pumping and professional evaluation of septic system dated within 1 year of the date of the application. Initial submission is valid for three years unless the property is sold.***

Applicant hereby authorizes members of Township Boards, staff and representatives to enter the lands proposed for site inspections, if necessary.

I hereby certify that I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*\*\*Must match name of applicant on page 1*

In accordance with Middle Smithfield Township Ordinance 176, any owner or authorized agent intending to transfer ownership and/or change the occupancy of a residential property must first apply for and receive a "Certificate of Occupancy" issued by the Code Enforcement Officer. Applicants must demonstrate compliance with Ordinance No. 176 and the Middle Smithfield Township Zoning Ordinance. Upon submission of this application, an inspection will be scheduled. Specific items to be inspected for compliance include, but are not limited to, the following:

**NOTE:** To avoid additional inspection fees, ensure the following are compliant prior to inspection. This list does not include all items to be inspected. The inspector may find additional violations that are not listed below.

- 911 Address Sign: House number posted properly with green 911 address sign with white reflective numbers at entrance to driveway. Numbers must be visible from both directions unless within a cul-de-sac.
- Anti-tip device is installed on the stove
- Outlets/Wiring: No visible exposed and uncapped electric wires or uncovered receptacles/switches
- GFCI on all receptacles within 6 feet of a water source, outside or in garage. Cannot be connected to lights/fans. Outside outlets must have waterproof covering.
- Graspable handrails: All exterior and interior flights of stairs having more than four risers shall have a continuous graspable handrail on one side of the stair for the entire length. Minimum height: 34"-38" measured from nose (edge) of tread to top of handrail. Deck rails are not graspable handrails.
- Guardrails: Every open portion of a stair, landing, balcony, porch, deck, ramp, or other walking surface which is more than 30 inches above the floor or grade below shall have guardrails. Minimum height: 36". Maximum spacing of balusters (spindles or cross bars): 4".
- Electrical Panel: No unfilled openings in electrical panel (circuit breaker box). Must have cover affixed.
- Smoke Detectors: Functioning smoke detectors required at each level, including basements and attics. Existing hard-wired detectors must be maintained and cannot be replaced with battery powered detectors.
- Carbon Monoxide Detectors: Must be placed outside all sleeping areas in dwellings with an attached garage or fuel-burning appliance. CO detectors can be low on the wall.
- Pools: Must be fenced or enclosed meeting the barrier requirements of the current building code.
- Plumbing: Water must be turned on. No defective pipes or leaks in plumbing
- Sump pump away from house and not hooked up to sewer system
- Dryer Vent: Must be vented to the outside and must be metal/aluminum, not plastic/vinyl.
- Fire Separation for Attached Garages: must have one layer of ½ inch drywall and a "C" rated door
- Insulation: Exposed insulation must not have kraft paper showing – cover, remove or flip.
- Automatic Garage Doors: sensors must be in working order.
- Egress Window: Windows in bedroom must open, and be able to remain open, for emergency exit.