

Rental Housing Inspection Program

PROGRAM HISTORY

In November 2021, the Manheim Township Commissioners voted unanimously to update the Property Maintenance Code, which includes a new Rental Housing Licensing & Inspection Program. Beginning in January of 2022, the Department of Code Compliance will start accepting Rental Housing License Applications.

PROGRAM SUMMARY

The Department of Code Compliance will conduct inspections of rental dwelling units in Manheim Township from single family homes to large complexes to ensure that residents are living in safe, habitable conditions.

The program:

- Establishes minimum requirements and standards for interior and exterior conditions of structures and premises including:
 - Exterior/Interior property area is clean, safe & sanitary
 - Fire and life-safety systems are operational
 - Heating, plumbing and electrical systems are safe
- Ordinance 2021-16 adopts the 2015 International Property Maintenance Code (IPMC) with amendments, published with permission by the ICC.
- A standard inspection checklist will be used during inspection to address code violations and compliance with Township and IPMC habitability standards.



“The Rental Licensing and Inspection Program is designed to ensure a minimum level of life, health, safety and welfare for all rental properties within Manheim Township.”

- Tim Stoltzfus, Director of Code Compliance



PROGRAM COMPONENTS

RENTAL HOUSING LICENSING

- Required for all residential rental units, including single family homes, duplexes, townhouse and apartments.
- Annual Renewal: Rental housing licenses shall be renewed annually, on or before the license expiration date of each year. No reduction shall be made for fractional yearly licenses.
- Late Fee: Rental renewal applications received after April 1st are subject to a late fee.
- License revocation: If a license renewal is not received by July 1st the license shall be revoked.
- Inspection Schedule: Inspection schedules shall be established by the Department of Code Compliance. Each regulated rental unit shall be subject to a minimum of one inspection every five (5) years. More frequent inspections of rental unit(s) may be performed and completed if conditions and violations warrant a different inspection frequency or for any other reasonable just cause.

RENTAL HOUSING INSPECTION PROGRAM

- Utilizing a spreadsheet of all rental properties in the Township, properties and units are identified for inspection. Sites with multiple buildings will have inspections of buildings/structures divided into 5 equal parts with a portion of buildings/structures inspected each year. See baseline inspection table below for number of units to be inspected within multi-unit buildings.
- Property owners that live more than 25 miles from Manheim Township shall designate a Responsible Local Agent that will be the contact person for rental housing licensing and inspection coordination.
- Property owners or Responsible Local Agent are responsible for notifying tenant(s) of inspection(s).

BASELINE INSPECTIONS

NUMBER OF UNITS	UNITS INSPECTED
1-2 Units	100 %
3-10 Units	50 %
11-30 Units	25 %
31-50 Units	15 %
51 + Units	10 %

PROGRAM CONTACTS

Neil Savage : nsavage@manheimtownship.org

Cora Walker: cwalker@manheimtownship.org

RENTAL HOUSING PROGRAM FEES

Rental Program License Fee:

- \$50 Annual Rental License Fee - Per Building/Structure

Rental Program Inspection Fee Schedule:

1 Unit	\$40.00	Inspection	Fee
2 Units	\$80.00	Inspection	Fee
3-5 Units	\$100.00	Inspection	Fee
6-10 Units	\$125.00	Inspection	Fee
11-20 Units	\$150.00	Inspection	Fee
21-30 Units	\$175.00	Inspection	Fee
31-40 Units	\$200.00	Inspection	Fee
41-50 Units	\$225.00	Inspection	Fee
51+ Units	\$250.00	Inspection	Fee

COMMON PROPERTY MAINTENANCE CODE VIOLATIONS

- Maintenance of exterior property areas
- Missing or inoperable smoke alarms
- Missing or inoperable carbon monoxide alarms
- Heating facilities not working
- Miscellaneous electrical issues
- Maintenance of fire extinguishers
- Bedrooms require an operable/self-supporting window or door to the exterior
- Compliant clothes dryer exhaust
- Stairway, guardrails and handrails maintained
- Street numbers installed and maintained