

CHAPTER 11

HOUSING

PART 1

HOUSE NUMBERING

- §11-101. Numbering Required; Layout
- §11-102. Penalties

PART 2

INSPECTION AND CERTIFICATION OF RENTAL UNITS AND THE SALE OR TRANSFER OF PROPERTY

- §11-201. Purpose
- §11-202. Definitions and Interpretations
- §11-203. Reports by Landlords
- §11-204. Report of Persons Upon Becoming Landlords
- §11-205. Reports of Changes in Use or Occupancy
- §11-206. Inspection of All Units
- §11-207. Warrant and Hearing for Inspection
- §11-208. Penalties

PART 1

HOUSE NUMBERING

§11-101. Numbering Required; Layout.

1. All dwellings, houses and other buildings shall be numbered.
2. In causing the numbers to be placed upon the buildings, the B. & O. R.R. shall be the line of beginning for all streets and avenues extending north therefrom and that Springfield Road shall be the line of beginning for all streets extending west therefrom with Pine Street, 100 and Cherry Street 200, etc. The even numbers shall be placed on the south and west sides of streets or avenues and the odd numbers are to be placed on the north and east sides of same.

(Ord. 68, 7/4/1904, §§1, 2)

§11-102. Penalties.

Any person, firm or corporation who shall violate any provision of this Part shall, upon conviction thereof, be sentenced to pay a fine of not more than \$300; and/or to imprisonment for a term not to exceed 90 days.

(Ord. 68, 7/6/1902, §4; as amended by Ord. 568, 10/5/1987)

PART 2

**INSPECTION AND CERTIFICATION OF RENTAL UNITS
AND THE SALE OR TRANSFER OF PROPERTY**

§11-201. Purpose.

This Part is enacted to establish a procedure of inspection and certification for all rental units, and the sales or transfers of property, and to promote the health, safety, morals and general welfare of the residents of the Borough of Collingdale.

(Ord. 617, 4/6/1998, §1)

§11-202. Definitions and Interpretations.

As used in this Part, the following terms shall have the meanings indicated, unless a difference in meaning clearly appears from the context:

BUSINESS UNIT - a parcel of real estate, with or without improvements located thereon utilized by any person or persons for any commercial activity purpose.

DWELLING UNIT - one or more rooms used for living and/or sleeping purposes arranged for occupancy by one family or by one or more persons, but in no case will any basement area be used for sleeping purposes.

LANDLORD - a lessor or owner or person who acts as an agent for the lessor or owner, of any parcel of real estate located in the Borough of Collingdale, or a lessor or seller or person who acts as agent for the lessor or owner, of any improvements on real estate or any building located within the Borough of Collingdale.

PERSON - any individual, partnership, association, firm or corporation.

TENANT - a person who has the use, either by himself or with others, of a dwelling unit or business unit owned by a person other than himself, for a period exceeding 30 days.

(Ord. 617, 4/6/1998, §2)

§11-203. Reports by Landlords.

Within 30 days from the effective date of this Part, each landlord shall submit to the borough Manager a report which includes the following information:

- A. List of the dwelling units owned by the landlord located within the Borough, whether they are occupied or not.
- B. Address of each dwelling unit and/or business unit.

HOUSING

- C. Brief description of each business unit and/or dwelling unit; list sleeping, cooking and bathroom areas, and in what floor located.
- D. Indicate whether dwelling and/or business unit is occupied or utilized by tenants.
- E. Names of the tenant(s) utilizing the aforementioned unit(s).
- F. Number of occupants permitted to utilize each unit(s).

(Ord. 617, 4/6/1998, §3)

§11-204. Report of Persons Upon Becoming Landlords.

After the effective date of this Part, any person who becomes a landlord within the limits of the Borough of Collingdale by agreement of sale, deed, or by any other means, shall within 30 days thereafter, report to the Borough Manager the information and data set forth in §11-203 above.

(Ord. 617, 4/6/1998, §4)

§11-205. Reports of Changes in Use or Occupancy.

After the effective date of this Part, each and every landlord of property located within the Borough of Collingdale shall notify the Borough Manager of the change in the use and/or occupancy of any dwelling and/or business unit(s) owned by said landlord. The reported change shall include the new use and/or the name(s) of the new tenant(s) of each unit(s), the date when such change is effective, and the forwarding address of the previous tenant(s). All vacancies shall also be reported. All reports required by this Section shall be made within 30 days from the date the landlord has knowledge that a unit has had a change in use, occupancy, or vacancy.

(Ord. 617, 4/6/1998, §5)

§11-206. Inspection of All Units.

1. After the effective date of this Part, the Administrative Officer and/or other inspectors designated by the Borough Manager, under the authority of this Part, shall inspect each unit upon a sale, change in ownership, vacancy, rental, use and/or occupancy prior to the occupancy of the next owner or tenant(s) to confirm the following:
 - A. That all unit(s) have the appropriate fire/heat/smoke detectors, and fire suppression systems installed and are in proper working order, and that all multiple dwelling units and business units have properly marked fire exit routes, fire exit signs, and emergency lighting.

- B. That all windows operate properly, have no broken cracked or missing glass, and have appropriate screening installed, and in satisfactory condition.
- C. That all stairways both interior and exterior are unobstructed and clear of all trash and debris, all stairways with three or more stairs must have appropriate handrails installed.
- D. That all doors, including garage doors, are in proper working order.
- E. That all elevators, if any, are in operating condition and display the latest certificate of inspection and capacity.
- F. That all porches, balconies or decks are in safe condition and in good repair, and have appropriate railings installed.
- G. That the unit(s) meet the applicable parking requirements of the current zoning ordinance, except if such unit(s) was functioning in its current use prior to the requirements of the zoning ordinance.
- H. That all parking lots, driveways and parking spaces are in good condition and free of all debris.
- I. That no cars, trucks, motorcycles, motorbikes, or other motor vehicles be left on the property with expired tags, inspection and/or emission stickers, and that no fuel driven motors are stored inside the dwelling unit(s).
- J. That curbs, sidewalks, steps, stairways, and walkways are in good condition and repair.
- K. That gutter and downspouts are in good condition and repair, and are not connected to the sanitary sewer, nor are their any sump pumps connected to the sanitary sewer.
- L. That all central heating devices, hot water heating devices, plumbing fixtures are working satisfactory.
- M. That all fencing is in good repair.
- N. That all lawn areas are trimmed so that the height does not exceed 6 inches, and that all trees, hedges, and bushes are properly trimmed.
- O. That the property is clear of all debris.
- P. That all electrical outlets and switches are in satisfactory working order, and that GFI outlets are installed where necessary, and working properly.
- Q. That all exterior walls are in good repair.
- R. That the painting of exterior surfaces are in satisfactory condition.

HOUSING

- S. That all unit(s) contain exterior address numbers in front and rear of unit(s) at least 4 inches in height.
 - T. That all units exceeding 2 stories above grade shall provide a minimum of two independent exits.
2. Inspections for the requirements of this Part shall be completed as follows:
 - A. All residential rental units at least once every 3 years.
 - B. At the change of use or occupancy of any residential or business unit, building, or dwelling.
 - C. At the sale, conveyance, or change of ownership of any residential or business unit, building, or dwelling. But, when an owner-occupied residential unit is transferred between grandparents, parents or children the requirements of this Part do not apply.
 3. Upon satisfying the aforementioned conditions each landlord will be provided a certificate of inspection from the Borough of Collingdale for each unit(s). No dwelling unit(s) or business unit(s) may be occupied without a valid certificate of inspection.
 4. If the Administrative Officer finds that any unit fails to satisfy the above conditions, the landlord shall be directed to repair the unsatisfactory condition(s) within 30 days. At the expiration of this 30 day period, said unit shall be reinspected.
 5. The landlord shall pay to the Borough of Collingdale the cost of each inspection as follows:
 - A. A fee of \$30 per unit.
 - B. Should reinspection be required the fee charged will be \$20 per unit, per reinspection.
 6. The certificate of inspection shall be valid for all occupancies in said unit, building, or dwelling referred to by the certificate for and within 6 months of the date of the issue of the certificate; thereafter, any new occupancy, change of use, sale, conveyance, or change of ownership or occupancy shall require full compliance with this Part and shall require an inspection as required by this Part.

(Ord. 617, 4/6/1998, §6)

§11-207. Warrant and Hearing For Inspection

If in the event that a landlord or tenant occupying a unit does not consent to inspection on the third year, or for a compelling reason or cause shown, the Administrative Officer or other inspector(s) approved by the Borough Manager, shall report such to the

District Justice who shall issue a warrant, upon reasonable cause shown, for an inspection on a date and time certain.

(Ord. 617, 4/6/1998, §7)

§11-208. Penalties

Any person who shall violate any provision of this Part shall, upon conviction thereof be sentenced to pay a fine of not more than \$1000 and in default of payment, to imprisonment for a term not to exceed 30 days.

(Ord. 617, 4/6/1998, §8)

