

**WINDSOR BOROUGH
PO BOX 190
WINDSOR PA 17366**

APPLICATION FOR 2025 HOUSING LICENSE- **Application must be completed and returned no later than 12/31/24. ** A \$50.00 per unit penalty will be charged for payments submitted after 12/31/24. Submit to the Windsor Borough Office with all information requested along with a check for \$150.00 per rental unit made payable to Windsor Borough.**

** ALL contact information is required to include valid email address.

WINDSOR PROPERTY ADDRESS: _____

OWNER'S NAME _____

OWNER'S MAILING ADDRESS _____

TELEPHONE NUMBER: _____ Email- _____

Is there a property manager? _____

PROPERTY MANAGER'S NAME _____

PROPERTY MANAGER'S ADDRESS _____

TELEPHONE NUMBER: _____ Email- _____

TENANT(S) NAME(S)

APARTMENT ADDRESS

TENANT(S) NAME(S)	APARTMENT ADDRESS

BOROUGH USE ONLY – PAYMENT RECEIVED \$ _____ **Date** _____
 Check _____ MO _____ Cash _____

Windsor Borough Municipal Offices
2 East Main St
PO Box 190
Windsor PA 17366
717 244-6615

Dear Rental Property Owner/Manager,
Windsor Borough requires all boarding houses, multiple family dwellings and single family tenant occupied houses to be licensed on an annual basis unless notified otherwise. You have received this notice because your property/properties fall(s) within the type of dwelling that requires licensing. The Borough requires an annual fee of \$150.00 and inspection of all rental units.

Please complete the enclosed application and return with payment of \$150.00 per unit to the Borough Office.
****All fees not paid by 12/31/24 will be subject to a \$50.00 penalty per unit.**

NOTED FEE CHANGE: ALL RENTAL UNITS ARE NOW SUBJECT TO THE \$150.00 FEE WHETHER OCCUPIED OR VACANT WITH NO EXCEPTIONS.

Note that the merit system that rewards those property owners whose properties are consistently well maintained and exemplary in condition will continue, allowing an exemption from the inspection schedule. This will be accomplished by a point system, where each deficiency or violation carries a point value. Properties that score under a predetermined point score will be exempt from the property inspection the following year or years. Properties that score over the designated score will be subject to inspection with no changes until conditions warrant exemption. All new rental units will be subject to inspection. Below is a checklist of points of inspection for your convenience in preparing for your inspection.

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| 1. Operable smoke detection on ALL levels | 2. Functional plumbing free of leaks |
| 3. Safe, accessible & properly labeled main panel | 4. Functional switches/outlets in all rooms per Ordinance requirements |
| 5. No holes/peeling paint on walls, ceilings & doors | 6. Functional, safe heating system, stove/oven |
| 7. Discharge tube on water heater | 8. Bathroom & kitchen floors in good and washable condition |
| 9. Handrails on all interior stairways | 10. Functional toilet, tub/shower |
| 11. Lighted common areas, stairways, etc. | 12. CO detector in all units with fossil fuel appliances |
| 13. GFCI protection in ALL baths and kitchens | 14. Functional Water Heater/adequate hot water temperature |
| 15. Functional windows per Ordinance requirements | 16. Proper roof drainage |
| 17. Sound/safe exterior steps with handrails | 18. Clean/well maintained exterior |

Upon submission of the application and fee, if your property is subject to inspection, you will be notified by post card of the date and time. Please make every effort to honor the date and time noted on the post card by adjusting your schedule to provide access to the property. You do not have to be present and may coordinate access with a tenant or other representative. **Failure to provide access or provide adequate notification that the inspection must be rescheduled will result in a \$50.00 “no-show” fee.**

A copy of the Licensing Ordinance and the Housing Standards Ordinance is available upon request from the Borough Secretary for a nominal fee. If you have any questions, please contact the Code Enforcement Officer at the number below or the Borough Office at 717-244-6615.

Respectfully,
Robert Huska Jr.
Windsor Borough Zoning/Code Enforcement Officer
717-578-3010