WINDSOR BOROUGH
PO BOX 190
WINDSOR PA 17366

APPLICATION FOR 2027 RENTAL HOUSING LICENSE- **Application must be completed and returned by the first day of the next calender year, (1/1/27), along with the annual fee of $150.00 per rental unit payable by check or money order to Windsor Borough. ** A $50.00 per unit penalty will be charged for payments submitted beyond the date due with no exceptions. Submit payment to the Windsor Borough Office with all information requested.**

** 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

(Please use reverse side if necessary for additional names)

Are dogs and/or cats permitted at this Rental Property? Y / N
Are all pets currant with PA State required licensing and vaccinations? Y / N Provide further information on back of this document.

Windsor Borough follows PA State regulations with regard to licensing and vaccinations required of dog and/or cat owners. Additionally, all laws contained in the Windsor Borough Animal Ordinance # 4-2016 are strictly enforced.

BOROUGH USE ONLY – PAYMENT RECEIVED $ _____ Date _____

Check _____ MO _____ Cash _____

Windsor Borough Council
Windsor Borough Municipal Authority
2 East Main Street, PO Box 190
Windsor, PA 17366

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 (see below) and may require an inspection to confirm compliance with ALL Ordinance requirements.

- **The Rental Property annual fee is $150.00 per unit and due no later than the first day of the next calender year, (1/1/27). A late fee penalty of $50.00 per unit will be assessed and strictly enforced, with NO EXCEPTIONS for any fees not received by the due date for the 2027 calendar year.**

- **INSPECTION INFORMATION: All units are subject to inspection at the discretion of the Zoning/Ordinance Enforcement Officer to confirm compliance with all rental property Ordinance requirements and are scheduled and performed throughout the course of the year. You will be notified by phone and/or post card approximately ten (10) days prior to inspection. You will be expected to either attend or make arrangements for access to the unit(s) if unable to attend. Failure to provide access at the time of a scheduled inspection or provide adequate prior notification of the need to reschedule will result in a $50.00 "no-show" fee, which will be strictly enforced with no exceptions.**

MERIT SYSTEM: Windsor Borough operates on a merit system that rewards property owners whose properties are consistently well maintained and exemplary in condition, allowing an exemption from the inspection schedule the following year or years. However, you still retain the right to request an inspection regardless of exemption status. Exemption from inspections will be at the sole discretion of the Zoning/Ordinance Enforcement Officer performing the inspections. All new rental units will be subject to an initial inspection. A checklist of points of inspection is enclosed for your convenience in preparing for your inspection.

- **All units are subject to the $150.00 annual fee whether occupied or vacant unless otherwise exempted by authority of the Windsor Borough Office.**

- **If you or your tenant(s) are ill at the time of a scheduled inspection, please notify the Zoning/Ordinance Enforcement Officer of the illness in order to reschedule the inspection at a later date.**

- **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 Borough Office at 717-244-6615.**

- **In an effort to reduce the risk of a catastrophic fire, at least one fire extinguisher will now be required in each unit to be placed in the kitchen area.**

Respectfully,
Bob Huska
Zoning/Ordinance/Parking Enforcement Officer
Windsor Borough
717-578-3010

Rental Property Inspection Checklist

- Functional smoke detector protection on all levels to include accessible attic space.
- Functional CO detector protection on all levels of the home if fossil fuels are in use for heating the home, water or cooking purposes.
- Easily accessible and functional fire extinguisher in the kitchen area.
- Safe, functional and accessible Main Service and Sub Panels with all circuits labeled.
- Functional receptacles/switches in all rooms per Ordinance requirements.
- Interior walls/ceilings/doors in good condition.
- Safe and functional heating system capable of meeting Ordinance requirements.
- Functional Water Heater providing adequate hot water temperature w/ discharge tube connected to the TPR Valve. Expansion Tanks are not required but highly recommended.
- Functional plumbing system and fixtures with no visible leaks.
- Safe/secure handrail protection on all stairways.
- Units with the 3rd floor in use as living or bedroom space must provide a 2nd form of egress which requires a functional window of adequate size and an approved chain/safety ladder.
- GFCI protection for all exterior, bathroom and kitchen receptacles within 6' of any water source.
- At least one fully functional window(s) and screen(s) in all habitable rooms per Ordinance requirements.
- Lighted common areas, stairways, etc.
- Bathroom and kitchen floors in good and washable condition. Any cracked ceramic floor tiles must be replaced.
- Functional toilet(s), tub/shower area(s).
- Interior maintained so as not to be considered a risk to health/safety.
- Safe, sound exterior steps with handrail protection.
- Proper roof drainage.
- Clean, well maintained exterior and porch area(s).

- **NOTE: In an effort to reduce the risk of a catastrophic fire, at least one functional, up-to-date fire extinguisher will now be required in each unit, to be placed in the kitchen area.**