



Manheim Borough

15 East High Street Manheim, PA 17545

Phone 717-665-2461 dczeiner@manheimboro.org Fax 717-665-7324

RENTAL INSPECTION APPLICATION

License paid _____ W/S/T paid _____

An application shall be filled out for each unit; if there are multiple units, it is recommended that you fill out all common information, copy the form and then complete any information specific to that unit

Inspection Address _____

Total Units on Property _____ Unit Scheduled for Inspection _____

****Reason for Inspection****

Required Inspection ___Y ___N Change of Tenant ___Y ___N New Ownership ___Y ___N

Person who will be present for inspection _____

Their Phone No. _____

Owner/Agent/Contact
(PLEASE CIRCLE ONE)

Other; please identify _____

Owners Name & Contact No. if he/she **will not** be present _____

1. If the property owner lives in one of the units, that unit is exempt from an inspection. In certain circumstances, a current license or other photo ID with their address shall provide proof.
2. All shared common areas will be inspected; interior and exterior.
3. Access will be required into basements regardless if it is available to the tenant or not.
4. Tenants must be notified per the Tenant/Landlord Laws in order to gain access into their unit.
5. The person present for the inspection must be an adult over the age of 18
6. Aggressive dogs need to be crated or kept on a secure leash during the inspection

Please mail the application(s) and required fees, \$55.00 per unit to the address shown above. Someone will contact you after the information is received to schedule or confirm the inspection date and time. If you prefer a certain timeline please specify below and every effort will be made to accommodate you.

Preferred Date & Time _____

Please contact this office a minimum of 24 hours prior to the inspection should you need to cancel an appointment. If you are running late for the appointment please notify this office asap.

