



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 _____ Trash Paid _____

A separate 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. Additional forms may also be printed from online at www.manheimboro.org

Inspection Address _____

Total Units on Property _____ **Which Unit?** is Due for Inspection _____ Fee Due is \$60.00 _____

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 _____ Other; please identify _____
PLEASE CIRCLE ONE

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

➔ **Send** Rental Permit to _____

Address _____

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 and required fee (\$60.00) 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.

