

Rental Property Inspection Process & Checklist

(Manheim Borough Ordinance Ch.166)

Process:

1. The inspection process must be completed by December 31st of the current year.
2. If the property is owner occupied, the unit occupied by the owner is exempt from an inspection. Proof of owner occupation is required for exemption.
3. All shared common areas will be inspected on the interior and exterior of the property.
4. Access will be required into basements and any room with mechanical equipment.
5. Tenants must be notified of the inspection per the PA Landlord/tenant laws.
6. The person present for the inspection must be an adult over the age of 18.
7. Aggressive dogs need to be crated or kept on a secure leash during the inspection.
8. A 24-hour notice of cancelation is required for any scheduled inspection; if you are running late for the appointment, please notify our office immediately.
9. Appointments will only be scheduled after application and fee(s) are processed.

Checklist: (The borough has adopted the 2015 (IPMC) International Property Maintenance Code and its amendments as the ordinances used for rental properties, s/s Ch.166. This checklist is not all inclusive of the borough's ordinances. Please visit our website; www.manheimboro.org, for all rental property ordinance requirements.)

1. A current annual rental occupancy permit must be displayed in each unit.
2. Comply with the Disruptive Conduct provisions s/s 166-13.
3. The interior & exterior of property and premises must be maintained in a clean, safe & sanitary condition IPMC 302.1.
4. Evidence of pest infestations must be remedied as stated in IPMC 309.
5. A minimum of 4" street numbers are required to be easily seen and readable from the road on the front and rear of the property. IPMC 304.3.
6. Public & private sidewalks and driveways shall be in good repair and free from hazards PM 302.3.
7. Weeds and plant growth must be maintained less than 6"; noxious weeds are prohibited (poison ivy, poison oak, all state regulated vines & plants) PM 302.4
8. Approved trash & recycle containers must be present on the property PM 308.2.1
9. All structures must be structurally sound, properly surface coated (no peeling paint) and in good repair. To include garages, sheds & fences, etc. PM 302.7
10. All roofs shall be maintained in good condition; loose, warped, or crumbling shingles shall be repaired/replaced PM 304.7
11. Chimneys shall be maintained safe and in good repair PM 304.11
12. Gutter systems, fascia, soffits, and other exterior features shall be in place where required, shall be secured and in good repair and be directed away from foundations and any neighboring property. PM 304.7 & 304.8, 507.1
13. Exterior doors, window & door framing must be weather tight and in good repair PM 304.13, 305.6
14. Every exterior & interior flight of stairs having more than 4 risers shall have one handrail PM 307.1
15. Every open portion of stairs, landing, porch or other walking surface which is 30" above the floor or grade below shall have guards (vertical railing or balusters) PM307.1
16. When guards are required, they may not have an opening greater than 4"; a solid enclosure may be provided instead of guards IRC/IBC
17. All handrails must be secure and capable of supporting the imposed load PM 305.5
18. The interior & exterior surfaces shall be kept free of flaking & peeling paint; rust shall be eliminated PM 305.3

19. All interior surfaces must be maintained in good repair; holes and large cracks in walls or floors are prohibited. Linoleum or tiles must be secured, in good condition and capable of serving their purpose; carpets must be clean & sanitary without damage other than normal wear and tear PM 305.3
20. Broken window glass or holes are prohibited PM 304.13.1
21. Approved insect screens must be available for use between April 15th to October 1st PM 304.14
22. Windows must open easily and stay open without any supports PM 304.13.2
23. Window locks must function as intended and are required in accessible locations, i.e. first floor, near exterior stairs, roof decks, etc. PM 304.18.2
24. Single cylinder deadbolts (thumb latch) are required on all exterior doors; sliding bolts are not acceptable PM 304.18.1
25. Ground fault circuit interrupters (GFCI) are required within 6' of any water source including the interior of garages; exterior outlets shall be GFCI and approved for outdoor use PM 604.3
26. Two electrical outlets on remote or opposite walls are required in every habitable space; a minimum of one in bathrooms PM 605.2
27. All outlets, junction boxes and switches must be secure and have approved covers PM 604.3
28. Use of multiple extension cords and/or gang plugs are prohibited and none shall run underneath floor coverings or extend across or through doorways, transoms or similar places
29. Dwelling units shall be served by a minimum three wire single phase service of not less than 60 amps PM 604.2
30. All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner; service panels must be clearly labeled PM 605.1
31. Must have adequate heating facilities and be maintained in good repair; heat shall be supplied between October 1st to April 15th PM 602.3
32. All plumbing facilities & fixtures shall be properly installed and maintained in working order and shall be kept free from leaks and defects PM 504.1
33. Approved mechanical ventilation (exhaust fan) is required if no window exists in a bathroom or powder room PM 403.2
34. Toilets must be stable & secure, free from leaks and function as intended PM 504.1
35. Dryer vents must be independent of all other systems and shall be exhausted to the outside of the structure in accordance with the manufacturer's instructions PM 403.5
36. All mechanical appliances, fireplaces, solid fuel burning appliances, cooking appliances and water heating must be properly installed and in safe working condition. If cooking appliances are supplied by the landlord, it is his/her responsibility unless noted differently in the lease; if provided by the tenant it is his/her responsibility to maintain the appliance PM 603.1
37. All interior doors, cabinets or shelves and other supplied facilities which are permanently affixed to the structure shall be kept in sound condition and good repair PM 305.1
38. Smoke detectors must be located on every level of the home, within 10' of bedrooms and one in every bedroom; smoke detectors shall be installed according to manufacturer's instructions PM 704.2
39. Hard wired smoke detectors are required when there are more than 3 units in the same building PM 704.4
40. Water heaters require a pressure relief valve and 3/4" hard piping to terminate within 6" of the floor surface PM 603.1
41. CO detectors are required on each level in buildings with a fuel burning service, wood burning and/or if the unit has an attached garage, according to manufacturer's specifications. IFC Ch.915
42. One ABC Fire Extinguisher is required in each unit in a building with 3 or more dwellings; located in the normal path of egress mounted & secured at a conspicuous location (IFC) 906.1