

TOWNSHIP OF DARBY
CODE ENFORCEMENT
21 BARTRAM AVENUE, GLENOLDEN, PA 19036
PHONE: (610) 586-1514 | FAX: (610) 586-0779
www.darbytwp.org

APPLICATION FOR RESIDENTIAL RENTAL LICENSE

Property Information

Property address: _____

City: _____ State: _____ Zip Code: _____

Tenant Name: _____

Owner Information

Owner's Name(s): _____

Mailing Address: _____

Phone #: _____ Cell #: _____

Property Manager Information (if different than above)

Property Manager: _____

Mailing Address: _____

Phone #: _____

Under provisions of the Code of the Township of Darby Ordinance #570, Chapter 5, it shall be the duty of every owner of any RESIDENTIAL rental property who intends to operate a rental property to apply to the Township in writing for an inspection and license annually.

The annual license fee for each RESIDENTIAL rental property will be one hundred and fifty dollars (\$150.00) and will be payable to the Township of Darby by March 31, each year

Signature of Applicant: _____ Date: _____

Kindly complete this application and return it with your check made payable to the Township of Darby in the amount of \$150.00 per unit.

The owner is responsible to schedule an inspection. There will be a \$75.00 fee for no shows.

Darby Township Rental Property Inspection Procedure

1. Sidewalk and curbs must be in good repair.
2. Numbers must be on all buildings. In the case of row homes, they must be on the rear (at least 3").
3. No debris on exterior grounds.
4. Trash cans/dumpsters have lids.
5. Pipes leading into building and other openings must be rodent proof. Ground-level windows must all be rodent proof.
6. Cement/sidewalk is maintained.
7. Grass and lawn are maintained. Grass should not be more than six (6) inches high.
8. Sewer lateral inspection required per Ordinance #691 if the sidewalk out front appears buckled.
9. Downspouts are maintained.
10. Building is painted appropriately.
11. On all new work handrails must be installed on any stairs more than three steps at the exterior.
12. All locks must work freely.
13. On the interior, handrails must be on all stairways.
14. All plumbing must be functional (no leaks or dripping faucets).
15. All electrical wiring must be in good condition. Permits required.
16. Basement must be dry and have a rodent-impervious floor.
17. Carbon monoxide detectors (CO) must be installed in the basement of all buildings.
18. Safety valve must be on hot water tank. Install extension pipe 6" from floor.
19. No sump pumps may be connected to sanitary sewers.
20. No leaks in the roof.
21. No broken windows.
22. Smoke detectors installed in all buildings: Two (2) story buildings, basement, first and second floors, apartment buildings, hallways and one (1) in each apartment.
23. Heater must be in good working order.
24. Two (2) recycling containers required.
25. Rear driveways must be in good repair.
26. GFI- Bathroom, kitchen, basement.
27. All public buildings must have smoke detectors, emergency lighted exit signs and fire extinguishers located at proper locations. Fire extinguishers must be properly mounted, lit, and inspected.
28. In public buildings, there should be self-closing exterior doors and self-locking doors leading to each floor.
29. In public buildings, hallways must be lit and painted, with no signs of leaks or infestation.
30. In public buildings, all stairs must be safe, have handrails, have stair treads, and have emergency lighting.
31. In public buildings, exit signs should be clearly visible and in functioning condition.
32. In public buildings, elevators should be clean.
33. In public buildings, storage rooms, boiler rooms, and washer/dryer rooms should all be clean and safe.

Note: Code enforcement will follow up inspection of all public and commercial buildings.