

Attention Landlords

Per Harrison Township Code of Ordinances, Chapter 11. HOUSING, Part 2. LANDLORD LICENSING AND TENANT CONDUCT, you are required to follow the steps below, prior to having your property inspected to receive an occupancy permit.

- 1. COMPLETE AND RETURN APPLICATION FOR LICENSE (attached)**
 - a. This is YOUR information—not the information for your tenants**
- 2. FURNISH US WITH A COPY OF SIGNED LANDLORD/TENANT LEASE**
- 3. COMPLETE AND RETURN TOWNSHIP ADDENDUM WITH APPLICATION (attached)**
- 4. COMPLETE TENANT REGISTRATION FORM FOR RENTAL UNIT (attached)**
- 5. PROVIDE A COPY OF PROOF OF INSURANCE FOR RENTAL PROPERTY**
 - a. This must be updated and forwarded to the Zoning office as insurance expires**
- 6. SCHEDULE AN APPOINTMENT WITH ZONING/ORDINANCE OFFICER FOR PROPERTY INSPECTION (724-224-9540). INSPECTION FEE IS \$50.00; \$25.00 FOR EACH ADDITIONAL INSPECTION IF PROPERTY DOES NOT INITIALLY PASS. PROPERTIES MUST BE RESPECTED EVERY 3 YEARS OR WITH EACH NEW TENANT, WHICHEVER COMES FIRST**
- 7. THE SUMMARY OF THE ORDINANCE IS AVAILABLE ONLINE OR AT OFFICE**
- 8. NO RENTAL AGREEMENT SHALL GO INTO EFFECT UNTIL A LICENSE HAS BEEN ISSUED, WHICH IS ISSUED AT THE FINAL INSPECTION.**