

LANDLORD INFORMATION CHECKLIST

The Harrison Township Code of Ordinances, Chapter 11. HOUSING, Part 2. LANDLORD LICENSING AND TENANT CONDUCT, requires all Landlords to receive an Occupancy Permit. The following information must be completed and copies available before scheduling the Property Inspection. The Property Inspection Process is required to obtain an Occupancy Permit.

The following items are required at the time of the first inspection, or the inspection will automatically fail.

1. A COMPLETED APPLICATION AND ADDENDUM FOR LICENSE TO THE TOWNSHIP ZONING/ORDINANCE OFFICE (both are attached).
 - This is not information about tenants, but the Landlord.
2. A COPY OF ALL LANDLORD/TENANT LEASES AND THEY MUST BE SIGNED.
3. A COMPLETED TENANT REGISTRATION FORM FOR RENTAL UNIT (attached).
4. A COPY OF PROOF OF INSURANCE (Property and Fire coverage) FOR RENTAL PROPERTY
 - This Proof of Insurance must be forwarded to the Zoning/Ordinance Office every time the insurance is renewed.
 - This is NOT Renters Insurance that tenant(s) may hold.
5. VERIFICATION OF NO DELINQUENCY ON PROPERTY TAXES FOR ALL REAL PROPERTY OWNED WITHIN THE TOWNSHIP PER CH. 11, Part 1. B. 106

ONCE YOU HAVE THE ITEMS ABOVE READY, SCHEDULE AN APPOINTMENT FOR PROPERTY INSPECTION WITH THE ZONING/ORDINANCE OFFICE BY CALLING 724-224-9540.

- Inspection Fee is \$50.00 for the initial inspection
- If property does not pass the initial inspection, each additional inspection will have an additional fee of \$25.00.

No Rental Agreement shall go into effect until a license has been issued.

This process must be renewed every three (3) years or with each new tenant, whichever comes first.

A Summary of the Ordinance is available online (harrisontwp.com) or at the Township Office.