Landlord Information Checklist
Occupancy Permit Requirements

In accordance with **Chapter 11 – Housing, Part 2: Landlord Licensing and Tenant Conduct** of the Harrison Township Code of Ordinances, **all landlords are required to obtain an Occupancy Permit before renting a property.**

A property inspection cannot be scheduled until both of the following requirements are met:

1. **A tenant is secured**
2. **All required documentation has been submitted.**

Required Documents

☐ **Rental Dwelling Unit License Application**

- Signed by the property owner or authorized representative.

☐ **Tenant Registration Form**

- Completed for each rental unit.
- Must identify all occupants of the dwelling until and provide the required tenant information.

☐ **Copy of Executed Lease Agreement**

- A complete copy of the signed lease agreement between the landlord and tenant.
- All lease addenda and attachments should be included.

☐ **Harrison Township Rental Housing Addendum**

- Signed by both the landlord and tenant

☐ **Proof of Insurance**

- Current proof of liability and/or landlord insurance covering the rental property.
- Updated proof of insurance must be submitted each time the policy is renewed.
- *Tenant renters' insurance does not satisfy this requirement.*

☐ **Proof of Payment of Harrison Township Real Estate Taxes**

- All Township real estate taxes must be current prior to issuance of a Rental Dwelling Unit License.

☐ **Proof of Payment of Highlands School District Taxes**

- All school district taxes must be current prior to issuance of a Rental Dwelling Unit License.

☐ **Applicable License and Inspection Fees**

- Inspection Fees: Initial Inspection: $75.00 Courtesy Reinspection: No Charge
- Accepted Payment Methods: Cash, Check, or Money Order (Payable to **Harrison Township**)

Inspection Information

Return the completed documentation along with the required inspection fee to the Harrison Township, 1 Municipal Drive, Natrona Heights, PA 15065.

After the required documents have been submitted, the Rental Inspector (Code Compliance) will schedule a rental property inspection. The dwelling until must comply with all applicable Township property maintenance, housing, life-safety, electrical, plumbing, sanitation, smoke detector, carbon monoxide detector, and occupancy requirements.

Important Reminders

- **No rental agreement may take effect until an Occupancy Permit is issued.**
- The Occupancy Permit must be renewed **every three (3) years** or **whenever a new tenant occupies the property, whichever occurs first.**

For additional information, a summary of the ordinance is available at the Township Office or online at **harrisontwp.com**.