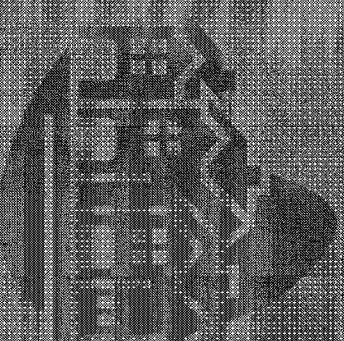


Lewisburg Borough

Guide to Public Housing for Students



Administered by the
Central Keystone COG

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What should you look for before you sign a lease for a Rental Unit?

How many people will be living in the unit? Borough Ordinance prohibits more than three (3) unrelated persons from sharing a dwelling unit

Are there Smoke Detectors in EACH bedroom, in the hallway(s) outside the bedrooms and on each level, including the basement?

Are there working GFCI outlets in the Kitchen & Bathrooms? Do all outlets, switches and panel boxes have covers? Do all light fixtures have covers?

Do all windows open and stay open? Do all windows close and lock? Are they weather tight? Are there any broken or cracked windows? Does every room used as a sleeping area have a window?

Do all exterior doors open and close easily? Are they weather tight? Do they lock and unlock from the inside without a key?

Do all taps run (hot & cold) and toilets flush? Do any pipes leak or faucets drip?

Does each unit have address numbers that are clearly visible from the street (at least 4" high). Is the yard maintained (grass under 6", no tall weeds)? Is all rubbish stored in appropriate containers and removed regularly?

Is the exterior in good repair? Siding, brick or paint free of chips or deterioration? Is the roof in good repair with no leaks? Are the gutters and downspouts free of debris and directing water away from the structure?

Does the Hot Water Heater have a "drip-leg"? Is the area around the HW heater and furnace clear of "junk", trash, boxes, etc?

NOTE: This brochure lists commonly found violations. It is NOT intended to be a comprehensive list of all code violations that could occur. If you have questions about a specific situation, please call us at the numbers on the front of this brochure.

The Public Housing Program benefits Property Owners, Renters and ALL Borough Residents.

Promotes safe and sanitary rental housing

Maintains and increases property values

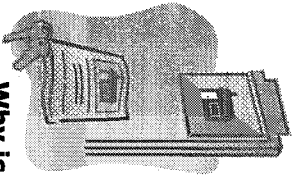
Reduces deteriorating rental housing

Preserves neighborhoods and quality of life

Encourages owner and renter responsibility for the condition of rented properties

Visit our website, www.ckcog.com to find:

- ◆ The full Ordinance for each Municipality
- ◆ An Inspection Checklist
- ◆ The Application for Permit (for Landlords)
- ◆ Annual Renewal forms (for Landlords)
- ◆ Information about Codes (Building, Zoning & Property Maintenance)



Lewisburg Borough has adopted an Ordinance which states that all landlords in the Borough are required to obtain a Rental Unit Occupancy License (also called a Public Housing Permit) for all existing properties currently being rented and for any new properties before they are offered for rent.

This is to insure that the properties available for rent in the Borough are safe, sanitary and in compliance with the Property Maintenance Code.

The purpose of this Ordinance is to protect and promote the public health, safety and welfare of the residents of the Borough.

What should I ask before renting an apartment in Lewisburg?

You should ask the Owner, Manager or Agent to show you the Public Housing Permit for the unit. It will show the address of the unit, the maximum occupancy of the unit and whether it is valid for the current year.

What if the Owner or manager says they do not have the Permit available for me to see?

You should call our office to verify that the property is legally available to rent and is up to date on inspections. You should not rent a unit without first verifying that it has been inspected and is safe, sanitary and code compliant.

How often are rental properties inspected?

Student occupied rental properties must be inspected *annually* (every year). Many Landlords will arrange for this inspection to be done during the summer months, so you may not need to have an inspection while you are living there.

If there are complaints regarding a unit, the Code Officer can require an inspection at any time, with reasonable notice. However, if it is a health or safety issue, the Code Officer may require immediate access to the unit.

What are my responsibilities as a renter?

It is your responsibility to maintain the unit in the condition it was in when you moved in. It is also your responsibility to comply with Borough Ordinances. Some of the most common issues are:

- **DON'T**—Put "indoor" furniture on porches or in yards, this includes most upholstered furniture; i.e. couches, futons, recliners, etc.
- **DO**—Put your Trash in Borough approved containers and keep your yard free of debris and trash. If you have a large item that you need to discard, you will need to call the Borough office (523-3614) for a special pick-up.
- **DON'T**—No open burning is allowed in the Borough, this includes free-standing fire pits and "chimneacs".
- **DO**—Avoid excessive noise at unreasonable hours, Borough ordinance defines these hours as 10:00 pm to 7:00 am.
- **DON'T**—Allow more than three (3) unrelated persons to share an apartment, no matter how many bedrooms the unit has. This is strictly enforced, if you are found to be violating this ordinance, you WILL have to move.
- **DO**—Leave the batteries in your smoke detectors! If it goes off when you cook, call our office about a better placement for that detector that still meets code.
- **DON'T**—Park in the yard (front, back or side), there can be fines for repeat offenses and your landlord will get a letter from the Zoning Officer.
- **DO**—Be a good neighbor and enjoy your time in Lewisburg.