

## Getting started >>>

What is a residential rental unit?

Registration Requirements

Exemptions

Fee Schedule

Certificate of Insurance



# MOUNT CARMEL TOWNSHIP RESIDENTIAL RENTAL PROPERTY REFERENCE GUIDE

## Rental Housing Ordinance - January 3, 2023

OAK RIDGE    DIAMOND TOWN    DEN MAR GARDENS    STRONG    MOUNT CARMEL ESTATES    ROUTE 61  
WOOD STREET    MERRIAM    **RENOVATE**    **RESTORE**    **REBUILD**    NATALIE    RELIANCE  
LOCUST GAP    DOOLEYVILLE    ATLAS    SHADY ACRES    CONNORSVILLE    BEAVERDALE    PARK STREET

## current topics >>>

### What is a Residential Rental Unit?

A dwelling unit or rooming unit occupied or intended for occupancy regardless of compensation, that is not; (A) occupied solely by the owner and members of the owner's family and (B) exempt from the regulations.

### Exemptions:

- County Housing Authority Properties
- Healthcare Facilities
- Unfit / Condemned Properties
- Hotels / Motels

### My property is VACANT?

- Submit proof of no utilities with completed application by Jan. 31<sup>st</sup>
- Return completed application and obtain Township Renovation Permit by Jan. 31<sup>st</sup>

**Please Note:** Failure to return completed application and required information by Jan. 31<sup>st</sup> will result in the owner being responsible for full registration payment.

## Working Together / Improving Communities

### Quality Housing – Better Neighborhoods

#### Annual Registration Requirements

- ✓ January 31<sup>st</sup> Deadline
- ✓ Exemption documents submitted and approved
- ✓ Application completed in its entirety
- ✓ Late fees applied February 1st

#### Required Inspections:

- ✓ Every 2 years
- ✓ Prior to sale
- ✓ Change of Tenant
- ✓ Receipt of a complaint
- ✓ Disruptive conduct report
- ✓ Multiple notices of violation

**Quality rental units  
attract and keep  
good tenants  
creating better  
communities**

#### Owner's Duties

- Property Maintenance
- Provide for trash removal
- Eliminate disruptive conduct
- Display license in rental unit
- Maintain Insurance
- Comply with all inspection requirements
- Respond to and correct any violations
- Pay any outstanding fines
- Notify Township of any changes in tenant, manager or contact information

#### Casualty / Fire Insurance

- Minimum \$75,000 in coverage
  - Mount Carmel Township listed as a Certificate Holder (bottom left corner)