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## **Rental Inspections**

### **What is the purpose of Ordinance 1272?**

Ordinance 1272 became effective on January 1, 2000. This ordinance was enacted to provide a Uniform and equitable distribution of the tax levies within the Borough of Etna and upon the inhabitants thereof and to promote welfare of the inhabitants of Etna by insuring that all residential rental properties conform to the International Property Maintenance Code. The information provided by you the landlord is entered into a database and distributed to all departments within the municipality that rely on such information.

Ordinance 1272 applies to all residential rental property both occupied and intended to be rented. It also requires that any changes in occupancy be reported to the borough.

Ordinance 1272 established the requirement for all landlords to obtain a valid Occupancy Permit for their structures. In addition to registering their properties, it was found to be necessary that these structures be in compliance with life safety and property maintenance standards established by the Borough through the International Property Maintenance Code as adopted by Ordinance 1271 and later amended by Ordinance 1289. Fees to defray the cost of the inspection were also established by this ordinance.

### **What types of items will be addressed during the inspections?**

The Borough of Etna is currently under the 2009 edition of the International Property Maintenance Code. This code sets minimum standards for public health and safety in existing buildings including the general maintenance of the structures.

Copies of all codes and ordinances are available at the Borough office by request.

### **How are the inspections scheduled?**

Upon receipt of your registration forms and fee, you will be contacted by mail indicating that we are in receipt of all information and that an inspection must be performed. You will have to coordinate the time of the inspection with your tenants in order for us to gain access to the unit. You must then contact us to schedule the inspection. We will be as flexible as possible to schedule a time that suits all parties involved. For the purposes of beginning the inspection process in the Borough of Etna, the First Voting Ward will be inspected during the year 2000, the Second Voting Ward shall be inspected during the year 2001, and the Third Voting Ward shall be inspected during the year 2002.

### **What will happen if violations are found during the inspection?**

If there are any violations noted during the inspection, a Notice of Violation will be issued. This Notice will be in written form and sent to you by certified mail. This notice will indicate as specific as possible itemized violations and a reasonable time in which to make the corrections. When the items are completed and we are contacted, a re-inspection will be scheduled. A Renewable Certificate of Occupancy will be issued. The Certificate of Occupancy will be valid for three years from the 1st of January of the year the inspection is required. Another application and permit fee shall be submitted by the owner to the Borough of Etna on or before March 31st of that year.

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Officer Gary Cutenese inspects all rental properties once every three years at a cost of \$60.00 per rental unit. Any questions he may be reached by calling 412-781-6271 Ext. 18 or by email [occupancy@etnaborough.org](mailto:occupancy@etnaborough.org)