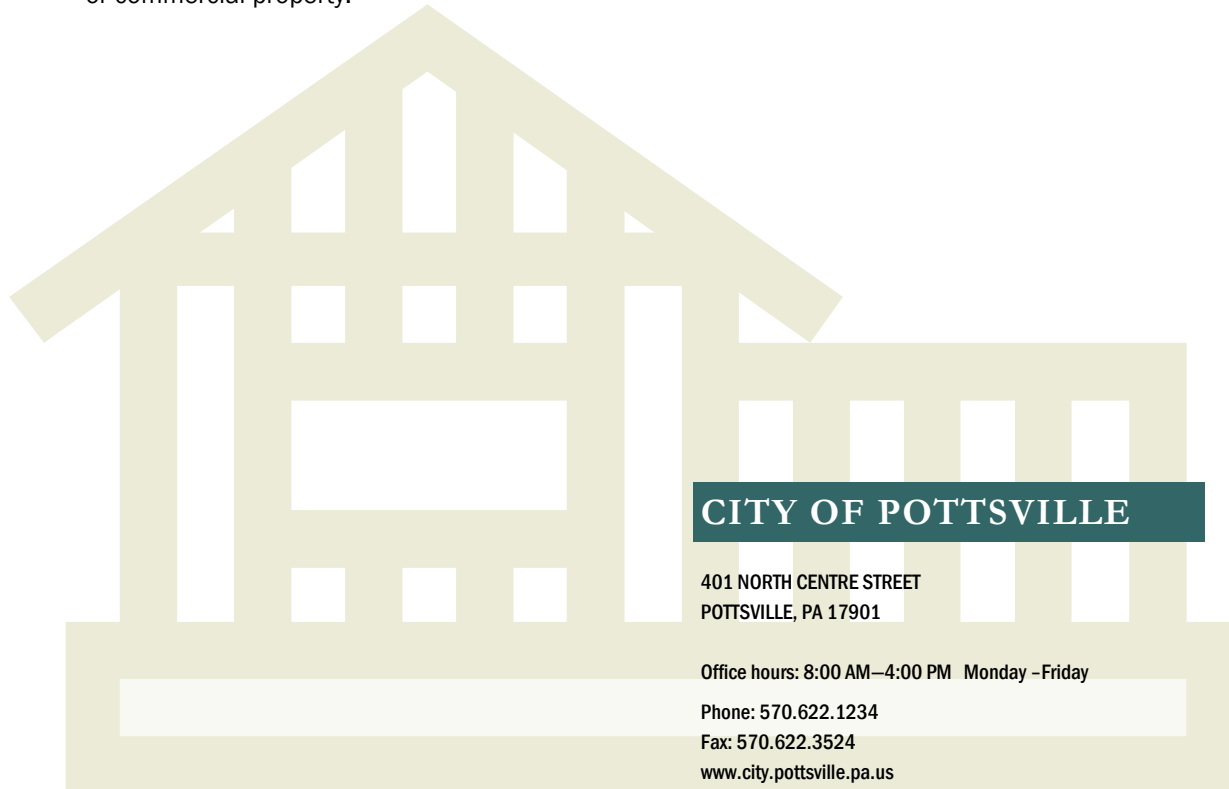


## You must comply with all Fair Housing Requirements

It is unlawful because of any person's RACE, RELIGION, ANCESTRY, DISABILITY, AGE, COLOR, SEX, NATIONAL ORIGIN, or FAMILIAL STATUS to:

- refuse to sell, lease, finance or otherwise withhold housing or commercial property, or discriminate in the terms or conditions of selling, leasing, financing, or in providing facilities, services or privileges in connection with the ownership, occupancy or use of any housing or commercial property, or print or otherwise circulate any statement indicating a preference or limitation, or make any inquiry or record in connection with the sale, lease or financing of any housing or commercial property.



City of Pottsville

## RENTAL PROPERTY GUIDELINES



**570.622.1234**

## What the Owner of Every Rental Property Should Know

The City of Pottsville has developed this brochure to assist the owners of rental properties to achieve financial success and compliance with regulations that impact their business.

### Before you Buy

Prior to investing in a rental property, we advise you to carefully assess the property to ensure that it is appropriate for that purpose.

Specifically, we encourage you to look into zoning regulations and the actual condition of the property.



### Acquire a Business License

All persons operating a business in Pottsville must first acquire a license. That can be obtained from the Tax Administrator, 570.622.1234 x326 or online.

### Provide General Information about the Property

Owners are asked to complete a brief form, showing who is responsible for the property and who to contact in the case of emergency. This information must be current at all times.

## Be compliant with building Codes

All properties within the City of Pottsville must be compliant with the International Property Maintenance Code and applicable City Ordinances which are available in the Code Enforcement Office. 570.622.1234 x323

### Get and Maintain Insurance

The City requires \$50,000 general liability insurance and casualty insurance in an amount necessary to restore or remove the property. A copy of that insurance must be faxed to 570-622-3524 before the building is rented.

### Cooperate with the Inspection Process

All rental properties must be inspected on a regular basis. The cost for inspection is \$35 for the first 3 units and \$15 for each unit exceeding three. When the inspection is complete and all requirements are met, you will obtain a Certificate of Compliance. The certificate must be posted in the building at all times.

### Register All Tenants

All tenants over the age of 18 must be registered with the City Tax Office. Changes in tenancy must be reported within 10 days.

### Provide Professional Trash Removal Service

All properties must have adequate trash removal service. Less than 3 units fall within the City Single Hauling program. Please call City Hall to activate your account. 3 or more units have the option of contracting with a licensed contractor of your choice. 570.622.1234 x319

## Recycle

The City of Pottsville is a recycling community. Single Stream Recycling makes it convenient for tenants and reduces the amount of trash that must be removed by the trash hauler.

## Pottsville is a Blight Fighting Community

We are working very hard to protect your investment and maintain a good quality of life for all of our residents. We ask for your cooperation in this effort. If you are aware of a problem property, please call City Hall at any time or contact us by email

[fightblight@city.pottsville.pa.us](mailto:fightblight@city.pottsville.pa.us)

We now have the ability to respond to problems in several ways:

- Quality of Life Tickets can be issued for a variety of day to day maintenance issues that can disrupt a neighborhood.
- The Nuisance Property Ordinance (NPO) can also be used to respond to repeated problems at the same address. Violations of the NPO may result in fines from \$300-\$1,000 per offense.
- Violation of City Code can result in citation, court costs and subsequent fines.

All forms and additional information can be found at [www.city.pottsville.pa.us](http://www.city.pottsville.pa.us)

