

# BOROUGH OF MILTON



Date: October 31, 2023

«rental\_owner»  
«owners\_address»  
«owners\_city», «owners\_state» «owners\_zipcode»

Property Location and Borough Ward:

«rental\_address»  
Borough Ward «ward»

RE: New Rental Inspection Guidelines and Fees

Dear Owner(s),

You are being sent this letter to inform you of the **Milton Borough Rental Inspection Program (Ordinance # 1197) and the revision to it by Resolution 23-08 concerning inspection fees and fines.**

To make this process as easy as possible, I have described below a summary of the Milton Borough Rental Inspection Program (Ordinance # 1197 including the Resolution 23-08 revisions).

**As an owner of a rental property, you are:**

**A. Responsible to complete a Property Registration Form** (within 10 days of the receipt) for all your individual rental properties and return it to the Milton Borough Code Enforcement Officer by either:

1. Postal Mail: Borough of Milton - Code Enforcement Office, 2 Filbert Street, Milton, PA 17847
2. Email: [ddiehl@miltonpa.org](mailto:ddiehl@miltonpa.org)
3. In-Person: Borough of Milton Office, Monday-Friday 8:00am-3:30pm

*Don't forget to fill out the form enclosed. Listing all individual rental property addresses. Once received, the Property Registration Form will be reviewed for completeness and the information will be added to the Borough Rental Database.*

**B. Responsible to pay a \$150.00 inspection fee for each individual rental property listed on your Property Registration Form.** This must be received prior to the time of inspection. The Borough Code Enforcement Officer or assistant will notify you by mail of an appointment. Inspections will be conducted by Ward for each of your properties listed on your Property Registration Form. The registration fee covers your rental inspection & occupancy permit for a three (3) year period of time.

**C. Responsible to appear at the scheduled inspection,** unless represented by a property manager. If the inspection must be canceled after the Code Enforcement Officer has left the Borough Office, then a \$25.00 fee will be assessed.

**D. Responsible for making any necessary repairs.** At the inspection, the Borough Code Enforcement officer will indicate any deficiencies found on the Code Compliance Checklist for Rentals. All deficiencies will then be listed again on the second page of the Code Compliance Checklist for Rentals under the “Rework Order on the Property”. Any deficiencies shall be corrected within 30 days after the inspection of the property. The Code Enforcement Officer may allow for up to 60 days maximum on a case-by-case basis. Any failed inspection will be subject to a \$25.00 reinspection fee.

**E. Responsible for a \$25.00 additional fee for each individual rental inspection you request,** within the registered 3-year period.

**F. Responsible for the registration of your tenant(s) twice a year.** The first registration is due by January 31<sup>st</sup> and is valid January 01 – June 30. The second registration is due by July 31<sup>st</sup> and is valid July 01 – December 31. Failure shall be a fee of \$25.00 per violation.

**G. Responsible for the conditions of each rental property that you own.** Any Code Enforcement violation that occurs on or in your rental property will be your responsibility to correct. Any fee/fine will be your responsibility. Any ongoing violation(s) will be your responsibility to correct.

A copy of Ordinance # 1197 and Resolution 23-08 has been included along with a blank Rental Registration Form for you to complete and return to the Borough as directed under item A.

If you have any questions or concerns, I can be reached Monday-Friday 8:30am-3:30pm by telephone or email.

Sincerely,



Doug Diehl, Code Enforcement & Zoning Officer  
Borough of Milton, PA