



Borough of Pottstown

Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525

Licensing and Inspections
Phone (610) 970-6520
Fax (610) 970-6599

Residential Rental & Property Transfer Checklist

This checklist is to provide assistance with the rental and property transfer inspection process and may not be all inclusive. Please contact the number above with any questions.

- All outstanding water, sewer & trash bills, local & school taxes and Clean & Lien accounts must be paid in full
- If the property is not owner occupied it must be registered as a rental
- Owners must provide current personal information and submit the annual tenant list if applicable to the L&I department
- The interior & exterior of property and premises must be maintained in a clean, safe & sanitary condition; accumulations of flammable/combustible materials are prohibited; no excessive amounts of building materials or equipment not currently being used for work or in connection with current work is permitted
- Any unreasonable quantity of personal property, not including functional items that are in good repair such as patio furniture, play equipment, lawn & garden equipment or other similar items, is not permitted.
- 4" street numbers are required to be easily seen and readable from the front and rear (if applicable) public street/alley
- Public & private sidewalks and driveways shall be in good repair and free from hazards
- Weeds and plant growth must be maintained less than 6"; noxious weeds are prohibited
- Approved trash & recycle containers must be present on the property
- Accessory structures must be structurally sound and in good repair; swimming pools must be sanitary
- Chimneys shall be maintained safe and in good repair
- The exterior structure shall be maintained in good repair and free from rotting material(s)
- Gutter systems, fascia, soffits and other exterior features shall be secure and in good repair
- Exterior doors, window & door framing must be weather tight and in good repair
- Interior doors must function as intended
- Every exterior & interior flight of stairs having more than 4 risers shall have one handrail and every open portion of stair, landing, porch or other walking surface which is 30" above the floor or grade below shall have guards
- When guards are required they may not have an opening greater than 4"; a solid enclosure may be provided in lieu of
- All handrails must be secure and cable of supporting the imposed load
- The interior & exterior surfaces shall be kept free of flaking & peeling paint; rust shall be eliminated
- Broken window glass or holes is prohibited
- Approved insect screens must be available from March 15 thru November 15, in rental properties only
- Windows must open easily and be held open with window hardware
- Window locks are required in accessible locations; i.e. first floor, near exterior stairs, roof decks, etc.

- Single cylinder deadbolts (thumb latch) are required on all exterior doors, in rental properties only
- Doors serving between an attached garage and dwelling unit shall have a minimum thickness of 1 3/8" of solid wood, solid or honeycomb core steel door or one that has a 20 minute fire rating
- Ground fault circuit interrupters (GFCI) are required within 6' of any water source
- Two electrical outlets on remote or opposite walls are required in every habitable space; all outlets, junction boxes and switches must have approved covers
- Uses of multiple extension cords and/or gang plugs are prohibited and none shall run underneath floor coverings or extend through doorways, transoms or similar places
- Dwelling units shall be served by a minimum three wire single phase service of not less than 60 amps
- All electrical equipment, wiring and appliances shall be properly installed and maintained in a safe and approved manner; service panels must provide a legibly and durably marked directory indicating its purpose
- Must have adequate heating facilities and be maintained in good repair, in rental properties only
- Minimum plumbing facilities & fixtures must be provided and in good working order with no leaks
- Approved mechanical ventilation is required if no window exists in a bathroom or powder room
- Toilets must be stable and secure
- Dryer vents must be vented separately to the exterior and according to manufacturer's instructions
- All mechanical appliances, fireplaces, cooking and water heating must be properly installed and in safe working condition
- All interior doors, cabinets or shelves for the storage of eating, drinking and cooking equipment and food and other supplied facilities which are permanently affixed to the structure shall be kept in sound condition and good repair
- Gas ranges must be supplied with a shut-off behind the range
- An electric range requires a permanently affixed plug in receptacle behind the range
- A UL approved, 2 ½ lb. ABC dry powder fire extinguisher must be visibly mounted in the kitchen near a point of egress, away from the stove, recommended at a height of 48" to 52" measured from the floor to the top of the handle
- All incandescent bulbs located in closets or over shelves must be protected with permanent covers over bulbs
- Smoke detectors must be located on every floor, within 10' of bedrooms and in every bedroom; smoke detectors shall be installed according to manufacturer's instructions
- Interior gas lines must be marked in yellow with a minimum 4" wide spot or stripe every 6' to the appliance shut off
- An oil heater emergency shut-off switch shall be mounted and marked in red in the stairway
- A domestic water heater source requires a pressure relief valve and ¾" hard piping to within 6" of the floor
- A properly installed minimum 8 gauge copper or equivalent bonding wire with approved clamps is required to be in place across the water meter

*** It is recommended that all appliances, fire and life safety protection systems be installed according to the manufacturer's specifications and installation instructions; i.e. stove anti-tip device, carbon monoxide detectors, etc.