

## Housing Licenses/Property Maintenance

In accordance with Chapter 135 of the Kutztown Code, any property, building or unit not occupied by the owner must be licensed through the Borough. A Housing License application must be obtained from our Office. The application also includes a Housing Roster which must be completed and signed by the owner and the owner's agent. An owner's agent is necessary if the owner lives more than five (5) miles from the Borough limits and does not have a place of business in the Borough where they are present during normal business hours. A zoning permit may be necessary if a change of use is proposed (i.e. one-family to unrelated persons or multi-family). Upon zoning approval, the property must be inspected by the Borough's Codes Inspector to verify compliance with the ICC Property Maintenance Code. A copy of this Code is available from our Office. Any deficiencies found during this inspection must be corrected before the housing license will be issued. Licenses must be renewed annually and a housing inspection should be performed a minimum of every three years.

An Addendum to Lease must be completed by the owner and each person letting for occupancy in the unit. This addendum must be attached to the owner's lease and kept on file by the owner, with a copy of both given to each occupant.

**Housing License Fees** - *The fee schedule below will serve as a list of common fees charged and may not be inclusive of all possible fees associated with a project. Please contact the Community Development Office for more information.*

Single let dwelling, apartment or efficiency unit	\$42.00
Boarding house	\$42.00
Rooming house, per unit	\$42.00
Per sleeping room within rooming unit	\$34.00