

## **Rental Registration FAQ's**

Q. How do I register my property?

A. A rental registration application must be filled out and sent into the City of Chester, City Hall, One Fourth Street, Chester PA 19013-4400 or in person at City Hall 2<sup>nd</sup> floor.

Q. Why do I have to register my property?

A. Per City of Chester's Ordinance number 1714: A significant portion of residential rental properties within the city are not being properly maintained as required under this code and Ordinance 1746 Property Maintenance and because residential rental properties pose unique problems for the enforcement of property maintenance rules. Due to the transitory nature and inexperience of tenants, tenants' reluctance or fear to complain about housing conditions; lack of attention by non-complying owners; and difficulties in identifying, and holding accountable owners or local representatives of owners.

Q. Do I have to register my house as a rental?

A. If your home is anything other than owner occupied, including vacant properties (the name must be on the deed) then it must be registered.

Q. When does registration start?

A. May 1, 2023

Q. What if I don't register my property?

A. It shall be unlawful for any person to violate any provision of this ordinance. Violations of this ordinance may be prosecuted pursuant to section 1714.17, or pursuant to any other criminal or civil process provided by law or equity. Per Section 1714.17: Any person who knowingly fails to comply with a section of this code or with a notice of violation or ordered served in accordance with this code for a period of at least 90 days after such service shall be deemed guilty of a misdemeanor and be punished as provided in Section 1714.17C of the Chester's Municipal Code. The filing or pendency of an appeal under this code shall not stay the criminal prosecution of any violation. If the notice of violation is not complied with, the code official may also, in addition to the penalties set out in this Ordinance, institute the appropriate proceeding at law or in equity to restrain, correct or abate such violation, or to require the removal or termination of the unlawful occupancy of the structure in violation of the provisions of this code or of the order or direction made pursuant thereto.

Q. Do I have to register my home as a rental if a family member is living there?

A. Yes, unless that family members name is on the deed.

Q. Does every rental property have to be registered?

A. Yes, All rental properties within the city limits.

- Q. Do I have to register my home if I live in 1 unit and a family member lives in another?
- A. Yes, but you only have to register and pay for 1 of the units.
- Q. Do I have to register my home if I come there on weekends and holidays?
- A. Yes, you must register your property if it is NOT your primary residence. Proof of residence is a current driver's license or any state or federal document.
- Q. Is it prorated?
- A. No, rental registrations are not prorated. They are billed based on a calendar year.
- Q. Is there a cost for the inspections?
- A. This registration fee includes one inspection with one re-inspection every three years. The fee for the second re-inspection shall be \$75 per residential unit. The fee for the third and all subsequent re-inspection's shall be \$150 per residential rental unit per re-inspection.
- Q. How soon after registering a rental property will it be inspected?
- A. With the roll out of this program the initial inspection can take up to 6 months. After the initial roll out the rental property should be inspected within 10 working days from the initial registration, however it cannot be occupied until the inspection has complied.
- Q. What happens if violations discovered are due to or caused by tenants?
- A. As with all City of Chester Property Maintenance Code violations, the owner of the property, or their managers or representatives, are responsible for the maintenance of the property and any violations of the code that are discovered during inspections shall constitute a code violation at the Rental Property and will count negatively during the inspection. If any code violation is found during an inspection under this article, the code official shall issue to the property owner a notice of violation and any other appropriate order under chapter 48 of this Code. The property owner shall be required to remedy the code violation within the time period set forth in the notice of violation.
- Q. What is the difference between the Rental Registration the Rental License?
- A. A Rental Registration. Rental Registration – the document issued annually for a fee by the City of Chester to the owner, operator, responsible agent, or manager of a residential rental unit evidencing the existence of the said residential rental unit. A Rental License. A document issued by the Bureau of Permits, Licensing & Registration to the owner, operator, responsible agent, or manager of a residential rental unit upon correction of all applicable code violations granting permission to operate a residential rental unit in the City of Chester.