City of Chester Residential Rental Licensing Policy Summary

1. Purpose

The City of Chester requires all rental properties to be registered and licensed to ensure safe, well-maintained housing for residents. This policy promotes accountability and protects the health, safety, and welfare of all occupants.

2. What Owners Must Do

- Register property every year by December 31.
- Obtain a 3-year rental license after passing inspection.
- Include the City's official lease addendum in all rental agreements.
- Maintain property in good condition and correct violations promptly.
- Provide a local responsible agent if living outside Delaware County.
- Pay all taxes, utilities, and fees before renewal.

3. What Tenants Must Do

- Follow all City codes and lease terms.
- Keep units clean and sanitary; maintain smoke detectors.
- Avoid disruptive conduct or property damage.
- Report maintenance issues promptly.
- Be aware: three disruptive conduct reports within 12 months may lead to eviction.

4. Inspections

- Inspections occur every 3 years or when complaints are received.
- Inspectors check for safety, maintenance, and code compliance.
- Owners and tenants must provide access for scheduled inspections.
- Units that fail inspection must be repaired before occupancy.

5. Appeals and Rights

- Tenants and owners have the right to appeal citations or reports.
- Appeals must be submitted in writing within 10 working days.
- Victims of domestic violence or crime cannot be evicted due to incidents of abuse.

6. Fees and Penalties

- Annual Registration: $200 per unit per year (up to 3 units; +$50 per extra unit).
- License Fee: $15 per unit every 3 years.
- Penalty: $500 per month for unlicensed rental units.
- Late Fees: 25% of unpaid fees.

7. Contact Information

City of Chester Department of Code Enforcement
1 Fourth Street, Chester, PA 19013

Phone: (610) 447-7700
Email: codeenforcement@chestercity.com
Website: www.chestercity.com