Centre Region Code Administration
2643 Gateway Dr, Ste 1, State College, PA 16801
Phone: 814-234-3812
Website: www.crcog.net/crca

COLLEGE TOWNSHIP TENANT NOTIFICATION ACKNOWLEDGEMENT

In accordance with *Section 803.3 of the Centre Region Rental Housing & Building Safety Code, 2023 Edition*, at the beginning of each lease period and at least annually thereafter, the person in charge shall provide all tenant(s) on the lease, information regarding the following requirements, including reference to any ordinances.

- Maximum occupancy for the residential property
- Maximum number of persons who can reside in the rental property
- Regulations regarding dogs (if present)
- Regulations regarding property maintenance
- Regulations regarding refuse, parking, weeds, and removal of snow and ice from sidewalks
- Information on the handling of recyclable materials
- Specific information regarding the State College Division of the Health and Neighborhood Services and the Centre Region Code Administration
- Signed copy of the fire safety certification
- Regulations regarding tampering with fire protection equipment
- Notification in writing of all scheduled inspections a minimum 7 calendar days prior to the scheduled inspection date and 1 calendar day prior to reinspection
- Notice of regulations regarding roof occupancy and possible penalties
- Notice of regulations regarding interior furniture and possible penalties
- Notice of regulations regarding unsanitary conditions in rental properties and regulations and possible penalties
- Notice of information regarding tenants' rights as published by the municipality
- Notice of information regarding fire safety as published by the municipality
- For units where the tenant is responsible for payment of utilities (electricity, natural gas, propane, fuel oil, water, etc.), the owner shall make available to the tenant the prior 24 months of utility costs prior to signing the lease agreement. The tenant is responsible for providing utility cost information to the owner within 60 days of the receipt of the bill from the utility.

1) A signed copy of the acknowledgment shall be maintained by the person in charge and made available to the tenant(s), code official, or municipality upon request.

2) It is the responsibility of the tenant(s) to review the documents referenced and be familiar with the requirements for the rental property. All tenants on the lease shall sign the acknowledgment and return it to the person in charge.

3) Any tenant or owner failing to execute the acknowledgment shall be in violation of this section and subject to the penalties set forth in *Section 107.3 of the Centre Region Rental Housing & Building Safety Code, 2023 Edition*. Neither the owner nor the tenant(s) shall be responsible for any other party's failure to execute the acknowledgment.

4) A Tenant Notification Acknowledgement is provided on the reverse side of this document.

The completed agreement does not need to be returned with the application packet.
Please be prepared to provide access to the signed form at the time of inspection.

College Township Tenant Notification Acknowledgment

THE PERSON IN CHARGE of the rental unit at (**address**)_____
hereby certifies that tenant(s) effective **(date)** _____ have been provided with all required rental property information in accordance with *Section 803.3 of the Centre Region Rental Housing & Building Safety Code, 2023 Edition*.

In accordance with the provisions of College Township Ordinance # 0-23-04 the person in charge hereby provided the tenant(s) with the following information, or provided a webpage where the information could be found:

- ✓ Maximum occupancy for the residential property
- ✓ Maximum number of persons who can reside in the rental property
- ✓ Regulations regarding dogs (if present)
- ✓ Regulations regarding property maintenance
- ✓ Regulations regarding refuse, parking, weeds, and removal of snow and ice from sidewalks
- ✓ Information on the handling of recyclable materials
- ✓ Specific information regarding the State College Division of the Health and Neighborhood Services and the Centre Region Code Administration
- ✓ Signed copy of the fire safety certification
- ✓ Regulations regarding tampering with fire protection equipment
- ✓ Notification in writing of all scheduled inspections a minimum 7 calendar days prior to the scheduled inspection date and 1 calendar day prior to reinspection
- ✓ Notice of regulations regarding roof occupancy and possible penalties
- ✓ Notice of regulations regarding interior furniture and possible penalties
- ✓ Notice of regulations regarding unsanitary conditions in rental properties and regulations and possible penalties
- ✓ Notice of information regarding tenants' rights as published by the municipality
- ✓ Notice of information regarding fire safety as published by the municipality
- ✓ For units where the tenant is responsible for payment of utilities (electricity, natural gas, propane, fuel oil, water, etc.), the owner shall make available to the tenant the prior 24 months of utility costs prior to signing the lease agreement. The tenant is responsible for providing utility cost information to the owner within 60 days of the receipt of the bill from the utility.

Additional information can be found on the Centre Region Code Administration Website. Visit www.crcog.net/crca and review the tenant information under rental housing.

All tenants on a lease shall sign the acknowledgment and return it to the person in charge.

As stated in College Township Ordinance # 0-23-04 any tenant or owner failing to execute the acknowledgment shall be in violation of *Section 803.3 of the Centre Region Rental Housing & Building Safety Code, 2023 Edition*, and subject to the penalties set forth in *Section 107.3 of the Centre Region Rental Housing & Building Safety Code, 2023 Edition*. Neither the owner nor the tenant(s) shall be responsible for any other party's failure to execute the acknowledgment.

IN WITNESS WHEREOF, the parties have executed this Acknowledgment:

_____	_____	_____	_____
Date	Tenant Signature	Date	Tenant Signature
_____	_____	_____	_____
Date	Tenant Signature	Date	Tenant Signature
_____	_____	_____	_____
Date	Tenant Signature	Date	Tenant Signature
_____	_____	_____	_____
Date	Tenant Signature	Date	Tenant Signature

_____ _____

Date **Person in Charge Signature**