



WARWICK TOWNSHIP

Dept. of Planning & Zoning
1733 Township Greene, Jamison, PA 18929
Phone: (215) 343-6100
www.warwick-bucks.org

For Warwick Township Use Only

Received by: _____

Zoning: _____

Building Inspector: _____

APPLICATION FOR RESIDENTIAL RENTAL USE & OCCUPANCY CERTIFICATE

Date: _____ Zoning District: _____ TMP#: _____

Property Address: _____ Unit#: _____

Unit Size (square feet): _____ How many bedrooms? _____ How many bathrooms? _____

Anticipated Occupancy Date: _____ Length of lease: _____

Water: ☐ Private Well ☐ Warwick Township Water & Sewer Authority **Sprinklers:** Yes No

Sewer: ☐ On-lot ☐ Warwick Township Water & Sewer Authority ☐ Warminster Municipal Authority

Property Owner: _____ Address: _____

Phone: _____ Email: _____

New Tenant #1: _____ Address: _____

Phone: _____ Email: _____

New Tenant #2: _____ Address: _____

Phone: _____ Email: _____

New Tenant #3: _____ Address: _____

Phone: _____ Email: _____

New Tenant #4: _____ Address: _____

Phone: _____ Email: _____

If more than 4, please provide additional names on last page of application.

Agent for Renter: _____ Address: _____

Phone: _____ Email: _____

Contact person regarding property access and inspection:

Name

Phone

Email Address

Applications are due a minimum of 30 days prior to occupancy; the above named person must contact Warwick Township to schedule an inspection. Most inspections will be scheduled three (3) weeks prior to issuance. Please plan accordingly. Use and/or Occupancy of a property without a valid Use & Occupancy Certificate issued by Warwick Township constitutes a violation of Township Ordinance No. 11-09, as last amended, and may result in the Township pursuing the legal remedies as set forth in said Ordinance. This application will expire after 180 days from the date submitted to the Township. No refunds will be given to the applicant.

Signature of applicant

Name of applicant (print clearly)

Inspection Fee: _____ (\$150 per dwelling unit, per the current Fee Schedule)

Reinspection Fee: _____ (\$50 for 1st reinspection, \$75 for 2nd, per the current Fee Schedule)

Use or occupancy before obtaining certificate _____ (All fees doubled, per the current Fee Schedule)

Each residence will be inspected by a Township Official, no sooner than thirty (30) days prior to change of ownership or occupancy in accordance with Township Ordinance No. 11-09, as last amended.

Inspection for compliance will be relative to the following list of items; however, additional items to be corrected **may be** identified and noted at the time of inspection.

Permits

- Owner shall apply for and secure from the Township all necessary permits for all previous improvements or work for which a building or zoning permit was required but not secured.
 - Permits have been obtained for all newer work inside building.
 - Permits have been obtained for all exterior structures including fences, sheds, pools, decks, patios, and garages. Accessory structures are in good repair.
 - Property has no open permits.

Exterior Property Maintenance

- Property has no open property maintenance or zoning violations.
- Exterior of property is free of trash, debris and is overall clean and safe. No junk vehicles on property. Grass is mowed, if applicable. Exterior of property is adequately maintained.
- Exterior walls are in good condition. Roof drains and gutters are in good condition. Exterior doors and gates are in good condition. The exterior of the structure shall have no visible openings which would allow weather or vermin to breach the interior.
- No evidence of pest or rodent infestation.
- Address numbers must be clearly visible from the street (at least 3 inches in height). All houses and buildings that are over fifty (50') feet from the road must have their address number posted at the curb.
- All sidewalks, walkways, driveways and similar areas shall be maintained in good condition. Sidewalks are unobstructed.
- Guardrails must be present at all balconies and/or decks which are greater than thirty (30") inches above grade or floor level.
- On lot or private septic systems must be in working condition. Failing systems shall be required to connect with public sewer where available.
 - Property has registered their septic system
 - Property has provided a visual inspection form to the township within the past 3 years

Interior Inspection

- Handrails and/or guard rails must be present at all stairways where more than three (3) stairs are located.
- If present, sump pumps must discharge to exterior of building. No sump pump may discharge to the surface of a property within fifteen (15') feet of a road or street without the written

approval of the Township. No sump pumps may discharge into the sanitary sewer system. No sump pumps may discharge into the stormwater system without the written approval of the Township.

- Working exhaust fans shall be present in all bathrooms and/or toilet rooms which do not have an operable window.
- All plumbing fixtures (including sinks, toilets, garbage disposals, etc.) shall be in working condition.
- All NEC required electrical safety devices, GFCI outlets, ARC fault protectors and their protected circuits must be wired correctly and operate correctly. Any outlet within 6 feet of a water source or on the exterior of structure must be protected. All must operate correctly when tested by an external tester.
- There shall be no unfilled openings within the electric circuit breaker box.

Fire Protection

- There shall be no exposed or uncapped electric wires or uncovered outlet or switch boxes.
- All new and existing structures, buildings, or dwelling units shall contain a properly maintained and functioning smoke detector present on each level, in each bedroom, in the basement and each basement room separated by a door. A heat detector or smoke detector shall be in the garage. The smoke detection system shall meet the requirements of the applicable Township building codes. When actuated, the audible alarm of the smoke detection system shall meet the requirements of the applicable Township building codes referencing decibel levels for smoke detection systems. All detectors shall be interconnected so that when one detector senses smoke or heat, all devices activate simultaneously. All smoke detectors must have a battery back-up feature. Detectors in new construction must be hardwired. In existing units, detectors may be hardwired, wireless or a combination of both types.
- All systems, devices and equipment to detect fire or smoke, actuate an alarm or suppress or control a fire shall be properly maintained.
- Fire rated doors shall be present in garages where a door leads into a conditioned space.
- Where present, 5/8" type "X" drywall shall be installed along the wall between the garage and the living space.
- Existing fire suppression systems (sprinklers) are to be inspected and certified by a certified sprinkler inspector.
- All fireplaces must have a screen, whether they are in use or not, unless the flue has been permanently sealed.
- All bedroom windows must open easily and stay open without additional support(s).
- All dryer exhaust ducts must be of metallic, non-combustible material, attached with tape or compression bands (no screws). Dryer exhaust vents must have clean outs.
- The front door must utilize a thumb latch lock.

The validity of the Use and Occupancy Certificate is contingent upon compliance with the Ordinances of the Township of Warwick. The property owner is responsible for this compliance.

By signing this form, the applicant understands that if any items above are inspected and found to be out of compliance, the applicant is subject to a re-inspection and an additional fee.

Print Name of Applicant: _____ **Date:** _____

Signature of Applicant: _____ **Date:** _____

Notice Regarding Resale Use and Occupancy Inspections

This is to inform you that the Warwick Township Building Inspection department, as part of our Use and Occupancy Certificate Inspection procedure, will be reviewing the property file of the property requesting a Resale Use and Occupancy Certificate, to verify any changes that have been made to the structure or the property were properly permitted and inspected.

If it becomes evident that there has been work completed that requires permitting and inspections, these items will have to be addressed prior to the issuance of a Use and Occupancy Certificate.

In the event that, at the time of the inspection, the inspector does find work completed which has not been permitted or inspected, it is the responsibility of the homeowner to obtain all permits and approvals.

Please be advised that any buildings that are provided with a sprinkler system will have to be tested by a certified sprinkler contractor. A letter of approval from the testing Contractor must be available to the inspector at the time of the Resale Use and Occupancy Inspection. Systems containing anti-freeze are required to have the "Back Flow Prevention Valve" tested by a licensed testing company. A contractor's list is available from the Township.

We would like to stress the fact that you must work with your client to address any outstanding issues. Allow enough time for all approvals to be obtained prior to settlement so that the Resale Certificate of Occupancy issuance won't be held up because of unresolved issues with the Township.

If you have any questions or require any additional information, please contact Warwick Township at 215-343-6100.

Additional tenants information:

New Tenant: _____ Address: _____

Phone: _____ Email: _____

New Tenant: _____ Address: _____

Phone: _____ Email: _____

New Tenant: _____ Address: _____

Phone: _____ Email: _____

New Tenant : _____ Address: _____

Phone: _____ Email: _____

Earned Income Tax

Warwick Township
0.5%

Central Bucks SD
0.5%

Total EIT
1%

- The local earned income tax on wages is withheld from payroll for individuals working in Pennsylvania
- If you move during the tax year, ask your employer to update your local withholding information
- Those without employer withholding and the self-employed must make quarterly estimate payments
- If the tax is not paid when due, statutory penalty, interest and Act 192 costs may accrue
- By law, residents with earned income or net profits must file a local tax return in April
- Late or incorrect filing/payment may result in additional statutory costs

save time  *online*

<https://efile.KeystoneCollects.com>

Local Services Tax — \$52/year

- The Local Services Tax is assessed on those who work in the Borough and is withheld from payroll
- Self-employed residents must report and pay the tax quarterly

[Download LST-I Vouchers](#)



[Contact Us](#)

www.KeystoneCollects.com

Self-employed?
[Contact Us](#)

Just moved?
[Click here](#)

File and Report Local Payroll Tax Online

(If you use a payroll service, have them contact Keystone directly to register your business for you)



<https://Business.KeystoneCollects.com>

1

Create your account

2

Register business
(no need to pre-register)

3

Upload Payroll
Withholding Data
(or choose manual entry)

4

Schedule ACH
(or pay by check)

Employer Helpline
(724) 978-0328

 **KEYSTONE**
collections group®
www.KeystoneCollects.com

FAQ

Keystone serves Warwick Township in the collection of delinquent earned income taxes

WHY YOU RECEIVED THIS NOTICE ...

- A review of PA Income Tax Return data identifies taxable income not reported locally
- State law requires the Tax Officer to determine:
 1. If you may have paid the tax elsewhere
 2. If the income reported on the state return is subject to local tax
 3. Where you lived and worked during the tax year(s) in question



IF YOU OWE DELINQUENT TAX ...

- Use the payment voucher
- Write account number on check
- Enclose a copy of your delinquent tax bill
- Mail payment to:

Keystone Collections Group
PO Box 499
Irwin PA 15642

YOU MAY NOT OWE DELINQUENT TAX IF YOU ...

- Work and pay the commuter wage tax in Philadelphia
- Work and pay income tax to the State of Delaware or to the State of New York
- Did not live for one or more of the years in the community on your notice

WHAT TO DO IF YOU THINK YOU DON'T OWE ...

- Send your W2 to Keystone along with your delinquent notice
- Show proof of residence for the tax year(s) you did not live in the community listed on the notice
- Be certain to file your local earned income tax return with the Tax Officer every year



KEYSTONE
collections group®

www.KeystoneCollects.com

FAQ

Ask a question online 24/7 by selecting the ["Contact Us"](http://www.KeystoneCollects.com) link at www.KeystoneCollects.com
To speak with a taxpayer service representative call (724) 978-0300 between 8 am and 4 pm Monday - Friday

Local tax information for new residents

Keystone Collections Group serves Warwick Township as the Tax Officer for earned income and local services taxes. If you work in Pennsylvania or New Jersey, please contact your employer's payroll office to update your local payroll withholding information. The combined EIT rate for Warwick Township and the Central Bucks School District is 1%. The state has assigned Warwick Township the **Political Subdivision (PSD) Code 090509** for local tax reporting.

Paying your tax

Pennsylvania residents with earned income or net profits are required to report and pay the EIT quarterly. If you are employed in Pennsylvania, your employer is required to withhold the tax from payroll. If you are self-employed, you must report and pay the tax quarterly. Request a self-employment tax account online at www.KeystoneCollects.com. Select the "[Contact Us](#)" link. Choose "Self Employed" from the drop-down menu. Or call 1-866-539-1100 Monday through Friday between 8 am and 4 pm. (Note: Use the "Self Employed" option to report your tax quarterly if you work in New Jersey and your employer does not withhold the tax from payroll.)

save time  *-file online*

<https://efile.KeystoneCollects.com>

File your annual return

Pennsylvania residents with earned income or net profits must file an annual local earned income tax return online or by mail on or before April 15. Even if you have employer withholding, you must still file a return.

If you work in Philadelphia

If you work in Philadelphia and pay the tax there, you must still file a local annual tax return for Warwick Township. Report Philadelphia withholding on the tax form or online. Credit for wage tax paid to Philadelphia may be taken directly against local earned income tax liability. The Philadelphia Wage Tax credit may not exceed local earned income tax liability, be transferred to a spouse, or be applied to next year's tax liability.

If you work in Delaware or New York

Income tax paid to the states of Delaware and New York may qualify you for credit against your local earned income tax liability. [e-file](#) will help you to calculate out-of-state tax credits that may offset your local liability.

Local Services Tax

The Local Services Tax is a flat tax levied at \$52 a year on those who work in the Township, regardless of where you reside. Employers are required to withhold the tax from payroll. If you are self-employed, contact Keystone for LST payment vouchers. You may also download forms from the website.



LOCAL EARNED INCOME TAX RESIDENCY CERTIFICATION FORM

TO EMPLOYERS/TAXPAYERS:

This form is to be used by employers and/or taxpayers to report essential information for the collection and distribution of Local Earned Income Taxes. This form must be utilized by employers when a new employee is hired or when a current employee notifies employer of a name and/or address change.

EMPLOYEE INFORMATION - RESIDENCE LOCATION			
NAME (Last, First, Middle Initial)			SOCIAL SECURITY NUMBER
FIRST LINE OF ADDRESS (If PO Box, please include actual street address)			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	DAYTIME PHONE NUMBER
MUNICIPALITY (City, Borough, Township)			
COUNTY	PSD CODE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		TOTAL RESIDENT EIT RATE

EMPLOYER INFORMATION - EMPLOYMENT LOCATION			
EMPLOYER NAME (Use Federal ID Name)			EMPLOYER FEIN
FIRST LINE OF ADDRESS (If PO Box, please include actual street address)			
SECOND LINE OF ADDRESS			
CITY	STATE	ZIP CODE	PHONE NUMBER
MUNICIPALITY (City, Borough, Township)			
COUNTY	PSD CODE <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		MUNICIPAL NON-RESIDENT EIT RATE

CERTIFICATION	
SIGNATURE OF EMPLOYEE	DATE
PHONE NUMBER	EMAIL ADDRESS

For information on obtaining the appropriate MUNICIPALITY (City, Borough, Township), PSD CODES and EIT (Earned Income Tax) RATES, please refer to the Pennsylvania Department of Community & Economic Development website:

www.newPA.com
Select Get Local Gov Support, >Municipal Statistics

1-866-539-1100

KEYSTONE'S TAXPAYER HELPLINE

Keystone Collections Group has a phone line dedicated exclusively to taxpayer inquiries.

Connect Direct

Keystone's Taxpayer Helpline will connect you directly to a professional Taxpayer Service Representative, reducing wait times to bring you the fastest and most reliable answers to your local tax questions.

Online 24/7

You can also send online inquiries 24/7 to Keystone. Go to: www.KeystoneCollects.com > "Contact Us"



The easy, fast and secure way to file your tax return. Go to: <https://efile.KeystoneCollects.com>



Keystone Collections Group is a tax collector, not a tax preparer, and is not permitted to offer tax advice.