



Rental License Application "E"

Borough of Pennsbury Village
Att: Property Inspection Coordinator
1043 Pennsbury Blvd.
Pittsburgh, PA 15205
Phone: 412-279-7876 Fax: 412-279-8274

Approved: _____
Fee Paid: _____
License: _____
Date: _____
For Borough Use Only

All information on this form is treated as confidential!

The following information is required by law without exception! Refusal to provide information or providing false and/or misleading information can subject the applicant to criminal prosecution as provided by law.

- » Rental licenses must be renewed annually by March 31st for the period of January 1st to December 31st of the current year.
- » File one license application for all properties owned and a separate tenant registration forms for each property
- » A fee of \$75 per property is due in even numbered years (2020, 2022) for the license renewal /tenant registration and the required biannual property inspection.
- » A fee of \$25 per property is due in odd numbered years (2021) for just the annual license renewal/tenant registration..
- » Licenses are not transferable, refundable or prorated.
- » All applications are subject to a minium 10 day approval period.

Applicants Information

Property Owner: _____ Phone: _____

Owner's Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

The owner hereby makes application to the Borough of Pennsbury Village, Allegheny County, Pennsylvania, for a rental license, for each property listed below, subject to the Ordinances of the Borough of Pennsbury Village. A check for the number of properties owned and listed below, times either \$75.00 for the even number years (2020, 2022) or \$25.00 for the odd number years (2021, 2023) and a separate Tenant Registration Form for each property owned must be submitted with this application.

Property Information (each rental property must be listed seperately)

Address: _____ # of Bedrooms: _____

Address: _____ # of Bedrooms: _____

Address: _____ # of Bedrooms: _____

Address: _____ # of Bedrooms: _____

Address: _____ # of Bedrooms: _____

Property Agent/Manager Information

If you, as the owner, do not live within 50 miles of the rental unit(s), a local agent/manager, residing within 50 miles of the rental unit, must be designated as the property agent/manager.

Please Check One:

- I certify that I, as the owner, live within 50 miles of my rental unit(s).
- I certify that I live beyond 50 miles of my rental unit and I have designated the following person/company as my property agent/manager.

Agent/Manager Name: _____ Phone: _____

Agent/Manager's Address: _____

City: _____ State: _____ Zip: _____

Email: _____

Fees Due

Even Number Years 2020, 2022, 2024	
License Fee:	\$25.00
Inspection Fee:	\$50.00

Total:	\$75.00
Multiply # of Units:	X _____
Total Fee Due:	\$ _____

Odd Number Years 2021, 2023, 2025	
License Fee:	\$25.00
No Inspection Fee:	\$00.00

Total:	\$25.00
Multiply # of Units:	X _____
Total Fee Due:	\$ _____

By signing below, the applicant certifies that the information provided is complete and not misleading, that all their leases are in writing and that the tenants understand the conditions of renting in the Borough of Pennsbury Village.

Applicant Signature: _____ Date: _____

Please send this form, a separate Tenant Registration form for each property and a check, made payable to the Borough of Pennsbury Village, for the fees for the year that you are applying, to the:

Due: March 31, 2021

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