



Rental License Application

Borough of Pennsbury Village

Att: Property Inspection Coordinator

1043 Pennsbury Blvd.

Pittsburgh, PA 15205

Phone: 412-275-3458 Fax: 412-279-8274

All information on this form is treated as confidential and will only be used for official purposes

Approved: _____

Fee Paid: _____

License: _____

Date: _____

For Borough Use Only
2024-SP1

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 Jan. 31st for the period of Feb. 1st of this year to Jan. 31st of next year. Inspections are due every two years unless there is a tenant change.
- » If a unit was inspected within the last 6 months due to a biannual inspection or a tenant change inspection, an exemption may be requested. Please contact the Inspection Coordinator at the Borough Office for information.
- » File **one** license application including **all properties** owned and a **separate** tenant registration form for **each property**.
- » A fee of \$100 per property is due in an inspection year. This includes the license renewal/tenant registration fee and the required biannual property inspection fee.
- » A fee of \$35 per property is due in a non-inspection year for the cost of the annual license renewal/tenant registration fee **only**.
- » Licenses are not transferable, refundable or prorated.
- » All applications are subject to a minimum 10 day approval period by the Borough.
- » All forms and payments are due to the Borough Office by January 31st of every year.

Applicants Information

Property Owner: _____ Phone: _____

Owner's Mailing Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

The above 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 separate **Tenant Registration Form**, for each property owned, must be submitted yearly with this application and payment of fees. All properties listed below must have a written/signed lease.

Property Information (each rental property must be listed separately below)

House #	Address	Street Name	Number of Bedrooms	Currently Occupied		Due For Inspection	
				Yes	No	This Year	Next Year
#1	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#2	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#3	_____	_____	_____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#4	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
#5	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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, as the owner, 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: _____

YOUR PERMIT / INSPECTION FEES DUE FOR 2025

Number of inspection units due in 2025: _____ X \$65.00 = \$ _____

Number of License Fees due: _____ X \$35.00 = \$ _____

Total Fees Due By January 31, 2025: \$ _____

By signing below, I certify that **to the best of my knowledge, information and belief, the information provided is complete**, correct and not misleading, that all my leases are in writing and that my tenants, **managers, and/or agents** understand the conditions of renting in the Borough of Pennsbury Village. **This statement is made subject to the penalties of 18 Pa. C.S.A. § 4904, relating to unsworn falsification to authorities.**

Applicant Signature: _____ Date: _____

Please send a separate Tenant Registration Form **for each property owned**; include a completed Rental License Application with a check covering all fees due for the year and mail to:

**All Forms and Fees Are
Due By January 31st**

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