

# ***Borough of Wilmerding***

## **ANNUAL RESIDENTIAL RENTAL LICENSE APPLICATION AND TENANT REGISTRATION FORM**

**Rental License Year: 2016**

Property Address: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

Owners Address: \_\_\_\_\_

Contact Numbers – Home: \_\_\_\_\_ Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Address Usage: Commercial  Residential  Mixed

Emergency or Management Contact: \_\_\_\_\_

Contact Phone Number (Day): \_\_\_\_\_ Contact Phone Number (Evening): \_\_\_\_\_

### **PROPERTY INFORMATION**

Number of Units: \_\_\_\_\_ Owner Lives at the Address: Yes  No

<b>Unit #</b>	<b>Occupant Names</b>	<b>Occupation</b>	<b>Phone Number</b>	<b>Date Lease Signed</b>	<b>Lease Length</b>

**If necessary use addition forms for addition property information**

As a prerequisite to entering into a rental agreement of permitting the occupancy of any rental unit, the owner shall apply for and obtain a license for each rental unit. The owner shall maintain and furnish to the Borough of Wilmerding the Annual Residential Rental License Application and shall notify the Borough of Wilmerding of any changes. Upon request from the Code Enforcement Officer or the Borough Fire Marshal the owner must furnish the Borough of Wilmerding with a copy of the Addendum, Lease and/or Occupancy License. It is the responsibility of the landlord to assure all applicable forms are completed and kept on file for review by the Code Enforcement Officer or the Borough Fire Marshal if requested.

Each license shall have an annual term of January 1<sup>st</sup> through December 31<sup>st</sup> of each year. Each owner applicant shall pay to the Borough of Wilmerding an annual license fee in the amount established by the Borough of Wilmerding Council. Said fee applies for each rental unit. The license shall indicate the maximum number of occupants in each rental unit. No license shall be issued if the owner has any unpaid or delinquent fines, costs, fees, taxes, or ordinance violations.

Any violation of this Ordinance shall be subject to a fine not to exceed \$1,000.00 plus cost of prosecution. Each day of the violation shall constitute a separate offense.

1. The Landlord shall be responsible for performing all maintenance and necessary repairs including lawn care and ice/snow removal.
2. The Landlord shall keep and maintain the leased premises in compliance with all applicable codes and ordinances of the Borough of Wilmerding and all applicable state laws and keep the leased premises in good and safe condition.
3. Tenant agrees that the maximum number of persons permitted within the regulated rental unit at any time shall be \_\_\_\_\_.
4. Tenant shall not engage in any conduct in the leased premises which is declared illegal under the Pennsylvania Crimes Code or the Liquor Code or the Controlled Substance, Drug, Device, and Cosmetic Act or the tenant permits others on the premises to engage in such acts.

The owner shall permit inspections of any premise(s) by the Code Enforcement Officer or the Borough Fire Marshal at reasonable times upon reasonable notice.

Date Rental Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Property Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owners Printed Name: \_\_\_\_\_

Managers Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Managers Printed Name: \_\_\_\_\_

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Office Use Only

Computer Logged: YES  NO  Is there a payment agreement signed: YES  NO

Amount Paid: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_

Code Enforcement Officer - Signature \_\_\_\_\_ Lot & Block #: \_\_\_\_\_