

**Rental License Application**  
**INDIVIDUAL APPLICATION REQUIRED FOR EACH BUILDING**  
**PLEASE COMPLETE SECTIONS 1 THROUGH 9**

**Property Information**

**Section 1**

<b>Rental Property</b> Address: _____	<b>Property Identification</b> Tax ID (PIN): _____
PIN can be found on property tax statement or at <a href="http://www2.county.allegheny.pa.us/RealEstate/Search.asp">http://www2.county.allegheny.pa.us/RealEstate/Search.asp</a>	
Number of Rental Units: _____ Dwelling Units _____ Rooming Units _____ Shared Bath Units _____ Condo Units	
<b>DWELLING UNIT:</b> Any habitable room located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for sleeping, cooking and eating.	
<b>SHARED BATH UNIT:</b> Dwelling unit which does not contain a bathroom.	
<b>ROOMING UNIT:</b> Any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking of meals.	
<b>CONDO UNIT:</b> Any dwelling unit within a Condominium, Townhouse or Coop Association.	

**Section 2**

**Owner Information**

Business Name: _____ (Required if Applicable)	
Name of Natural Person: _____ Chief Operating Officer/Owner First MI (Required) Last	
<b>Date of Birth</b> _____ Month/day/year (Required)	Phone ( ) _____
Owner's Address _____	
City _____ County _____ State & Zip Code _____	

**Section 3**

**Person Responsible for Maintenance & Management of this Rental Property**

Enter below the requested information for the natural person responsible for maintenance and management of this property. This person may also be the appointed agent/contact person for the property. A post office box or commercial mail service box is not acceptable as an address for such person. BRACKENRIDGE CODE OF ORDINANCES.

Name of Property _____		Date of Birth _____		
Manager	First	MI (Required)	Last	(Required)
Daytime Phone ( ) _____		Evening Phone ( ) _____		
Address _____				
City _____ County _____ State & Zip Code _____				

**Section 4**

I CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT AND I UNDERSTAND ALL MAILINGS FROM INSPECTIONS DIVISION INCLUDING THE ANNUAL RENTAL LICENSE BILLING STATEMENT WILL BE MAILED TO THE APPOINTED AGENT/CONTACT PERSON UNLESS INSPECTIONS DIVISION IS NOTIFIED OF ANY CHANGES.

Signature of Owner _____	Date _____	<b>Signature of Person responsible for Maintenance/Mgmt must be notarized. If Other Than Owner (Space reserved for Notary Stamp)</b>
Signature of Property Manager if other than owner _____		Date _____
Subscribed and sworn to before me on this _____ day of _____, 20____.		
_____, Notary Public, _____ County		

**Caution:** Your signature as Property Manager on this form will make you responsible for the maintenance and management of this rental property.





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**Section 10**

**Rental License Fees**

**Fee Amounts per Building:** The initial license fee is \$50 for a 1 family rental unit, \$75 for a 2 family rental unit, \$100 plus \$10 per unit for a 3 to 10 unit building, \$200 plus \$20 per unit for over 10 units per building, \$125 plus \$10 per unit for, rooming houses, dormitories, and hotels/motels. There after the subsequent fee for annual license for 1 and 2 family units will be assessed at \$25 per unit. Multifamily units 3-10 will be \$75. Multifamily units over 10 units will be \$25 per unit. Rooming houses, dormitories, hotels/motels will be \$75 per unit. A change in ownership shall require a new license application and payment of the license fee. **New Owners: Attach proof of ownership (i.e. Copy of Certificate of Real Estate Value or HUD Statement or Bill of Sale).** Operation of an unlicensed dwelling unit shall be subject to an additional administrative fee of two hundred fifty dollars (\$250.00) for the first unlicensed dwelling unit and twenty dollars (\$20.00) for each additional unlicensed dwelling unit under common ownership in the same building. This fee shall be in addition to any other appropriate enforcement action or fees due. This fee shall apply 60 days after owner closes the sale of the rental property.

**FEE MUST ACCOMPANY APPLICATION.**

**Make checks payable to:** Brackenridge Borough

**Mail to:** Brackenridge Borough  
 1000 Brackenridge Avenue  
 Brackenridge, PA 15014

**Section 11**

**Important Information**

Every Licensee shall promptly notify the Department of Code Enforcement of any changes in the names, addresses and other information concerning the person listed in the last license application filed with the department.

The owner of any dwelling which is required to be licensed by this chapter shall prior to the time of sale of said dwelling, notify the buyer in writing of all unabated orders and violation tags issued by the Department of Code Enforcement pertaining to said dwelling, as well as the requirement of law that said dwelling, upon acquisitions by a new owner, must be licensed with the Borough. A copy of the notification shall be mailed to the Department of Code Enforcement within five (5) days of furnishing the notification to the buyer. If the dwelling is owned by a corporation, an officer of said corporation shall carry out the notification required by this section. If the property is owned by more than one person, a notification by one of the owners shall satisfy this section. For the purpose of this section, "time of sale: shall be construed to mean when a written purchase agreement is executed by the buyer or, in the absence of a purchase agreement, upon the execution of any document providing for the conveyance of a dwelling required to be licensed.

**Section 12**

**For Office Use Only**

License/Provisional Number..... \_\_\_\_\_  
 Operator..... \_\_\_\_\_  
 Date Processed..... \_\_\_\_\_  
 Fee Amount Paid..... \_\_\_\_\_

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|--|--|
| <input type="checkbox"/> New Construction/Certificate of Occupancy | <input type="checkbox"/> Conversion      |
| <input type="checkbox"/> Code Compliance                           | <input type="checkbox"/> Response to RFS |
| <input type="checkbox"/> New Owner                                 | <input type="checkbox"/> Update Only     |
| <input type="checkbox"/> Other _____                               |  |