BOROUGH OF FOREST HILLS

2071 Ardmore Blvd
Pittsburgh, Pa 15221
Phone: (412) 351-7330
Fax: (412) 351-7337

Rental Property Inspection Permit Application

(A rental inspection is only required 2 weeks prior to a new tenant moving in.)

Date of Application: _____

Application for: ___ 1 – 5 rental units **Total Number of Units:** ____ **Fee: $** _____
($60.00 per unit)

___ 6+ rental units **Total Number of Units:** ____ **Fee: $** _____
($60.00 per unit plus $40.00 per unit for each unit over 5 in the same building)

(All Fees need to be paid before scheduling any appointments.)

Address of Property to be rented: _____ **Apt No:** _____

Contact Person: _____ **Cell:** _____ **Work:** _____
(Print Name)

Property Owner's Name: _____

Property Owner's Address: _____

Phone Number: _____ **Office/Cell Number:** _____

Name of Sales Agent / Manager (if any): _____

Phone Number: _____ **Office/Cell Number:** _____

The Applicant certifies that the above information is complete and true and correct to the best of the Applicant's knowledge, information and belief. The Applicant agrees to comply with the provisions of the Borough's ordinances, codes, and regulations, and all other applicable federal, state or local law. The Applicant agrees that if a temporary Rental Property Inspection Permit (the "Permit") is issued, the Permit may be revoked and the Borough may take any and all action as permitted by law if compliance with the inspection report is not completed within the time provided by the inspection report.

_____ _____
Signature of Property Owner Signature of Property Manager (if different)

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OFFICE USE ONLY BELOW THESE LINES

Date: _____ BCO Number: _____

First Inspection: Pass _____ Fail _____
Second Inspection Pass _____ Fail _____

Building Code Officer: _____:
(All occupancy inspections are contingent upon all items on the report completed to code.)

Fee Paid: Yes ☐ No ☐ $_____ Date Paid _____
Check Number or Cash: _____ License Number: _____

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OCCUPANCY REPORT

ORDINANCE NO.731

Instructions: This form shall be used to file either ANNUAL or SUPPLEMENTAL Occupancy Reports as required by Forest Hills Borough Ordinance No. 731

Annual Report: Must be filed on or before May 31st. Report of all individuals/families to whom you rent a dwelling

Supplemental Report: Must be filed within thirty (30) days after each and every addition/and or change of occupancy of each premise.

Landlord: _____ **Rental Address**: _____

Address: _____ **# of units** _____

_____ **Lot & Block** _____

Phone _____

Occupants	**Date of Occupancy**	**Terminated**
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Continue on back if needed

Please note that refuse fee for vacant units should be paid by the due date. If the unit(s) remain vacant the entire year, January to December, a refund will be made. The request for a refund must be in writing not later than January 31st of the new year.

Violation of Ordinance No. 731 carries a fine of not less than $50 and not more than $300 and in default of such fine, individual shall be subject to imprisonment for a period not exceeding thirty (30) days.

An inspection for an <u>OCCUPANCY PERMIT IS REQUIRED</u> anytime there is a change of renter. The landlord must file a "Rental Property Inspection Permit Application" with payment of $60.00 per unit. Then call the Building Inspector, Bill McChesney at 412-351-7330 ext 204 to schedule the inspection. The building inspector is in Forest Hills on Tuesday, Wednesday, and Friday each week.

_____ _____

Landlord Signature Date