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**BOROUGH OF
GLASSPORT**
440 Monongahela Avenue
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IMPORTANT CHANGES TO RENTAL PROPERTIES

Reminders regarding the Residential Rental Licenses:

- The annual fee is **\$125.00 per unit** and is due by February 28.
- If paid after the due date, a \$125.00 late fee will be added on.
- Paperwork needs to be filled out in its entirety, including the names of all of the tenants residing in the unit (2nd page of the application).
- Every time a new tenant moves in, new paperwork must be filled out and turned into the Borough. An additional fee is not required.
- If you live more than 15 miles from the rental unit, a Property Manager must be listed who lives within the 15 mile radius of the property.
- Once we receive your application you will be notified by the Borough if there are any back taxes or delinquent sewage owed on the property. All taxes and sewage must be paid for a license to be issued.
- If the property is vacant, and is going to remain vacant for the entire year, an Affidavit of Vacancy (which is enclosed) must be filled out and returned to the Borough office by the due date.
- A line has been provided on the Rental Application for your Email. This option may be used in the future for Borough correspondence.
- A reminder that all garbage accounts are being billed to the property owner. A bill for each property/unit will be mailed to the owner on file.

Failure to comply with any of the above requirements could result in a citation being issued with the Magistrate.

If you have any questions, please feel free to call the Borough office at 412-672-7400 ext. 1.

Glassport Borough