

BOROUGH OF GLASSPORT ANNUAL RESIDENTIAL RENTAL LICENSE APPLICATION

A RESIDENTIAL RENTAL LICENSE IS REQUIRED FOR EACH RENTAL UNIT IN THE BOROUGH OF GLASSPORT. Owners of residential rental property must obtain a rental license from the Glassport Borough before entering into a lease agreement with a tenant or permitting occupancy of any rental unit. Property owners shall obtain a rental license by completing this application, submitting it to the Borough, and paying all fees due. Rental License fees are established by Borough Council and the term of the Rental Licenses shall start January 1st and end on December 31st of each calendar year. All licenses must be paid by February 28 of each calendar year. All applications received after February 28 will be charged a \$125 late fee. **A Rental License shall not be issued to a property owner who has unpaid fines, fees, sewage, taxes, or ordinance violations.** Violation of this Ordinance shall be subject to a fine not to exceed \$600 plus cost of prosecution. Each day of violation shall constitute a separate offense.

PROPERTY ADDRESS

If The Property Owner Lives More Than 15 Miles From Glassport,
The Property Owner Shall Designate A Manager Who Resides Within 15 Miles Of Glassport

RESPONSIBLE PARTIES						
PROPERTY OWNER			DESIGNATED MANAGER			
NAME			NAME			
ADDRESS			ADDRESS			
CITY	STATE	ZIP CODE	CITY	STATE	ZIP CODE	
HOME PHONE	CELL PHONE		HOME PHONE	CELL PHONE		
EMAIL:			EMAIL:			

1. The owner / designated manager shall be responsible for performing all necessary repairs and maintenance including lawn care and ice / snow removal.
2. The owner / designated manager shall maintain leased premises in safe condition and ensure that leased premises comply with all applicable Borough codes, Borough ordinances, and state laws.
3. The property owner / designated manager shall ensure that all applicable forms, including the Rental Lease, the Addendum to Residential Rental Agreement, and the Certificate of Occupancy, are complete, up to date, and available for review upon request by a Borough Official or the Code Enforcement Officer.
4. Tenants shall limit the maximum number of persons in the rental unit at any time to _____.
5. Tenants / visitors shall not engage in any conduct on the leased premises which is declared illegal under the Pennsylvania Crimes Code, Liquor Code, or Controlled Substance, Drug, Device, and Cosmetic Act.

OWNER'S SIGNATURE _____ DATE _____

MANAGER'S SIGNATURE _____ DATE _____

OFFICIAL USE ONLY

COMPUTER LOGGED: YES NO AMOUNT PAID \$ _____ CHECK# _____ MONEY ORDER # _____

CODE ENFORCEMENT OFFICER – SIGNATURE _____

LICENSE NUMBER _____

SEE OTHER SIDE →

PROPERTY LOCATION & TENANT INFORMATION

Each Rental Unit Must Be Individually And Separately Identified Below

RENTAL PROPERTY ADDRESS

TOTAL NUMBER OF UNITS IN BUILDING

Apartment Unit #	List all people residing in dwelling	Phone Contact	Note Place Of Employment Or Indicate If Tenant Is A Minor

Apartment Unit #	List all people residing in dwelling	Phone Contact	Note Place Of Employment Or Indicate If Tenant Is A Minor

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