

## **TO: NEW RESIDENT OF BRADDOCK HILLS BOROUGH**

The Braddock Hills Elected Officials, Borough Manager, and Police Department would like to welcome you to the Braddock Hills. We are proud of our Borough and excited that you chose to live in our quiet community.

This letter will provide you important information regarding our borough that may be helpful with your new transition.

First, here are several phone numbers that will be helpful to you:

- Borough Manager                      412-241-5080 Option 1
- Tax Collector                         412-241-5080 Option 2
- Emergency (police, fire & ambulance)        **9-1-1**
- Police non-emergency                412-371-1637
- Jordan Tax Service
  - Refuse billing                      724-731-2318
  - Delinquent Taxes                724-731-2361
- Waste Management                1-800-451-3060
  - Refuse pick-up
- Wilkinsburg-Penn Joint              412-243-6200  
Water Authority
  - Sewage & Water billing

Once you purchase property in our Borough, the office will receive a notice of the deed transfer. The Manager and Tax Collector will update any billing files they have for that property (taxes, trash, etc.). You will need to contact each utility to change their billing & service information.

If you plan to operate any type of business in the Borough, you may be subject to the Borough's Business Privilege Tax or Mercantile Tax. Please contact Keystone Collections to obtain the appropriate forms and information relative to these taxes.

Please know that if you plan on performing any type of repairs, renovations or alterations to your home or property, you may be required to obtain a building permit. You can obtain an application and pay the required fee at the Borough's office located at 1300 Brinton Road. The application will be reviewed by the Borough's building inspector.

Finally, we would like to invite you to our Council meetings that are held every 2<sup>nd</sup> Tuesday of each month. Meetings start at 700 p.m. at the Administration Building located at 1300 Brinton Road.

If you have any additional questions or concerns please contact the Borough Manager. We want to make your new transition as easy as possible.