

BOROUGH OF FOREST HILLS

2071 Ardmore Blvd Pittsburgh, Pa 15221

Phone: (412) 351-7330 Ext: 204

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	n:			
Application for: _	1 – 5 rental units (\$60.00 per unit)	Total Number of Unit	ts: Fee: \$	
_	6+ rental units (\$60.00 per unit plus	Total Number of Unit s \$50.00 per unit for each u	ts: Fee: \$ nit over 5 in the same building)	
(All F	ees need to be paid befo	ore scheduling any appoin	tments-fees subject to change.)	
Address of Property to be rented:			Apt No:	
			Work:	
Property Owner's	Address:			
Phone Number:		Office/Cell Number:		
Name of Sales Age	nt / Manager (if any):			
Phone Number:		Office/Cell Nu	Office/Cell Number:	
Applicant's knowle the Borough's ordin Applicant agrees tha may be revoked and	dge, information and bel lances, codes, and regulat at if a temporary Rental P If the Borough may take a	ief. The Applicant agrees tions, and all other applical property Inspection Permit (tue and correct to the best of the to comply with the provisions of ole federal, state or local law. The (the "Permit") is issued, the Permit ted by law if compliance with the ction report.	
Signature of Property Owner		Signature of Property Manager (if different)		
Date:	OFFICE USE	ONLY BELOW THESE LI	NES BCO Number:	
First Inspection: Second Inspection	Pass Fail Fail			
Building Code Officer		: upon all items on the repo	and accomplated to a self-	
(All occupancy ins)	pections are contingent	upon all items on the repo	ort completed to code.)	
Fee Paid: Yes □ N	[o □ <u>\$</u>	_	Date Paid	
Check Number or	Cash:	Licen	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.			
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
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