

# **Borough of East Pittsburgh**

## **Residential Occupancy Permit Application**

### **Rental Property Application**

**Date:** \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Contact Numbers – Home: \_\_\_\_\_ Cellular: \_\_\_\_\_

Owner's E-Mail Address: \_\_\_\_\_

Address Usage: Commercial  Residential  Mixed  Number of Units: \_\_\_\_\_

Owner Lives at the Address: Yes  No

Emergency or Management Name: \_\_\_\_\_

Management Company Address: \_\_\_\_\_

Management Contact E-Mail: \_\_\_\_\_

Contact Phone Number (Day): \_\_\_\_\_ Contact Phone Number (Evening): \_\_\_\_\_

**Note: For rental units there must be a tenant registration short form turned in with the occupancy permit application. No occupancy permit will be issued without the tenant registration short form.**

Permit Fees – Residential: \$60.00 per unit Commercial: \$100.00 per unit

Applicant's Signature: \_\_\_\_\_

### **Sale of Property Application**

**Date:** \_\_\_\_\_

Property Address: \_\_\_\_\_

Seller's Name: \_\_\_\_\_

Seller's Phone Number – Home: \_\_\_\_\_ Cellular: \_\_\_\_\_

Buyer's Name: \_\_\_\_\_

Buyer's Address: \_\_\_\_\_

Buyer's Contact Numbers – Home: \_\_\_\_\_ Cellular: \_\_\_\_\_

Buyer's E-Mail Address: \_\_\_\_\_

**Note: If the property is to be used as a rental property then both sections of this application is to be filled out and a tenant registration short form must be filled out with the occupancy permit application. No occupancy permit will be issued without all forms filled out completely.**

Permit Fees – Residential: \$60.00 per unit Commercial: \$100.00 per unit Temporary: \$100.00 per unit

Applicant's Signature: \_\_\_\_\_

# ***Borough of East Pittsburgh***

## **TENANT REGISTRATION FORM**

Property Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Contact Numbers – Home: \_\_\_\_\_ Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_

Owner's E-Mail Address: \_\_\_\_\_

Address Usage: Commercial  Residential  Mixed

Emergency or Management Name: \_\_\_\_\_

Management Co. Address: \_\_\_\_\_

Contact Phone Number (Day): \_\_\_\_\_ Contact Phone Number (Evening): \_\_\_\_\_

Management Contact E-Mail: \_\_\_\_\_

Tenant(s) Previous Address: \_\_\_\_\_

### **PROPERTY INFORMATION**

Number of Units: \_\_\_\_\_

Owner Lives at the Address: Yes  No

<b>Unit #</b>	<b>Occupant Names and Date of Birth</b>	<b>Employer</b>	<b>Phone Number</b>	<b>Original Year of Lease</b>	<b>Lease Length</b>

**If necessary use addition forms for addition property information**