

# Borough of East Pittsburgh

## Rental Property Occupancy Permit Application & Tenant Registration

Occupancy Permit

Annual License

### **Rental Property Application**

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

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

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

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

Owner's Contact Number Home: \_\_\_\_\_ Cellular\*: \_\_\_\_\_

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

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

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

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

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

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

**Note: The bottom section must be completed for an occupancy permit or rental license**

Permit Fees – Residential: \$75.00 per unit Commercial: \$100.00 per unit

Owner Lives at the Address\*: Yes  No

Unit #	Occupant Names and Date of Birth	Phone Number	Date Lease Signed	Lease Length

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