



BOROUGH OF DORMONT

PITTSBURGH, PA 15216-2019

(412) 561-8900

FAX (412) 561-7805

www.boro.dormont.pa.us

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Dear Dormont Residential Property Landlord:

Please be advised that the Dormont Borough Council adopted Ordinance No. 1494 in October of 2000 in order to adequately provide public safety services and to properly invoice persons living in the Borough for tax collection and other Borough services. The provisions of the ordinance are:

Every person owning any residential property within the Borough of Dormont which is rented, in whole, or in part, to one or more persons for residential purposes shall certify annually to the Borough, for each rental property, on forms which may be obtained at the Borough Office, the name, mailing address and telephone number of the owner and of all tenants occupying the rental property. The annual certification shall be accompanied by a filing fee that has been established by Council at \$10.00 per unit (whether or not occupied) for fiscal year 2016. If a change in tenant occupancy occurs mid-year, the owner shall provide to the Borough the new tenant information within fifteen (15) days of the change occurring but shall not be subject to a new filing fee except at the annual certification. Any person who shall violate this ordinance shall, upon conviction of a summary offense by a District Justice, be fined not less than \$50 or more than \$600 for each offense together with the costs of proceedings against the person.

We have included the proper form for your application and will accept payment by check, cash, or credit card for your convenience. The application is due no later than February 29, 2016. For credit card payments, you may fax a signed copy of the application with credit card information to the Borough Office.

If you do not own rental property and this notice does not apply to you, please contact the Borough Office. Should you have any questions or require assistance, please feel free to contact the Borough Office at 412-561-8900.

**APPLICATION FOR TENANT REGISTRATION LICENSE
ORDINANCE NO. 1494**

2016

BOROUGH OF DORMONT
1444 Hillsdale Avenue · Pittsburgh, PA 15216
(412) 561-8900 · Fax: (412) 561-7805

Name of Owner _____

Address of Owner _____

City _____ State _____ Zip _____ Phone () _____

Address (Number & Street)	# Units	x \$10 / Unit
		\$

- Minimum one approved fire extinguisher/unit Minimum one approved smoke detector/unit

Management or Agent responsible for building-IF different from owner

Name _____

Address _____ 24 Hour Phone () _____

City _____ State _____ Zip Code _____

Issuance of this license in no way implies exemption from State or Federal laws. All rental properties within the Borough of Dormont must comply with all requirements set forth in the Building and Zoning Codes. This license is valid for one Fiscal Year (from January 1 through December 31).

Signature of Applicant _____ Date _____

- LIST NAMES AND PHONE NUMBER OF TENANTS ON REVERSE SIDE
- ENCLOSE SELF-ADDRESSED, STAMPED ENVELOPE, IF RENTAL RECEIPT IS REQUESTED
- IF YOU HAVE RECENTLY SOLD YOUR PROPERTY OR NO LONGER RENT: PLEASE RESPOND IN ORDER TO AVOID FURTHER NOTICES
- MAIL TO THE ATTENTION OF TENANT REGISTRATION

PAYMENT BY CREDIT CARD

Check One: Visa Mastercard Discover MAC Exp. Date: _____

Credit Card Account # _____ Signature: _____

ONE ADDRESS/BUILDING PER APPLICATION
APPLICATION WILL BE REJECTED IF TENANT NAMES & NUMBERS ARE NOT COMPLETE

FOR OFFICE USE ONLY

Date Payment Received _____ Amount _____ Ck # _____
License No. _____ Initials _____



BOROUGH OF DORMONT

TO ALL LANDLORDS:

SEWER BILLS

Sewage bills for all Dormont residents are billed by Jordan Tax Service. If you choose to have your tenant be responsible for the sewage bill, you **WILL NOT** receive notification of any outstanding balances. Therefore, when a tenant decides to relocate, you, as the property owner, will be held responsible for any outstanding balances. Here are some guidelines you may follow to assure that your property does not experience water shut-off due to non-payment of a delinquent sewage account:

1. Consider putting the sewage bill in the property owner's name and then include costs in rent fees.
2. If the sewer bill is in the tenant's name, before the tenant moves from the property, contact Jordan Tax Service to obtain any unpaid sewage amounts.

UNPAID SEWAGE IS A LIENABLE ITEM IN DORMONT BOROUGH

GARBAGE AND RECYCLING

In July, 1990 Dormont Borough Council enacted Ordinance Nos. 1390 and 1391 for compliance with Recycling and Solid Waste, Act 101. These ordinances require all owners of multi-unit properties with 4 or more units, commercial, and those mixed-use facilities containing both commercial and residential units, to obtain a contract with a licensed hauler to collect garbage. Owners are also required to make arrangements with the individual hauler to recycle aluminum cans, high grade office paper and corrugated paper. **Please submit a copy of your HAULER CONTRACT AND REPORT to the Borough Office no later than February 29, 2016.**

If you should have any questions, please feel free to contact the Borough office at 412-561-8900.



HAULER REPORT 2016

SUBJECT PROPERTY: _____ # OF UNITS _____

CURRENT OWNER NAME: _____ PHONE: _____

RESIDENTIAL/COMMERCIAL/MIXED USE (PLEASE CIRCLE)

HAULER NAME:

HAULER ADDRESS:

HAULER PHONE NUMBER:

(HAULER NAME, ADDRESS & PHONE MUST BE COMPLETED, ALL INFORMATION IS GOING TO BE VERIFIED. ALSO SEND A COPY OF CURRENT HAULER CONTRACT)

WEEK DAY OF PROPERTY PICK UP:

LOCATION OF PICK UP- IE..... BACK, FRONT, ALLEY:

NUMBER OF RECEPTICLES PROVIDED FOR GARBAGE:

NUMBER OF RECEPTICLES PROVIDED FOR RECYCLING:

DUMPSTERS OR GARBAGE CANS (PLEASE CIRCLE)