

# BEN AVON BOROUGH

## REGISTRATION OF

### RESIDENTIAL RENTAL PROPERTIES & SHORT-TERM RENTAL PROPERTIES

Ben Avon Ordinance requires that residential rental properties in the borough undergo periodic safety inspections. Your property has been identified as such a property according to the Allegheny County Real Estate property portal.

Under this local law, property owners who have the potential to offer or currently do offer residential space long-term as with traditional year-to-year or month-to-month leases for continuous occupancy or offer residential accommodations for day-to-day, short-term use as with AirBNB, VRBO, etc. are required to submit the following information (as applicable) and are responsible for paying the fee specified below so that official representatives of Ben Avon Borough can schedule and conduct safety inspections.

PROPERTY STREET ADDRESS: \_\_\_\_\_

#### PROPERTY OWNER

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

#### PROPERTY MANAGER (if different than owner)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

24 Hour PHONE#: \_\_\_\_\_

NUMBER OF APARTMENT UNITS: \_\_\_\_\_ FEE: \$50 – PER UNIT  
\$00 – PER SECOND INSPECTION  
\$35 – PER ADDITIONAL INSP

NUMBER OF BEDROOMS: \_\_\_\_\_  
(1 off street parking space required per bedroom per code)

MAXIMUM NUMBER OF GUESTS (short-term rental properties) \_\_\_\_\_

TENANT INFORMATION:

1. UNIT # \_\_\_\_\_ NAME \_\_\_\_\_  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_
2. UNIT # \_\_\_\_\_ NAME \_\_\_\_\_  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_
3. UNIT # \_\_\_\_\_ NAME \_\_\_\_\_  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_
4. UNIT # \_\_\_\_\_ NAME \_\_\_\_\_  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_
5. UNIT # \_\_\_\_\_ NAME \_\_\_\_\_  
PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

PLEASE USE SEPARATE SHEET OF PAPER FOR ADDITIONAL TENANTS.

OWNER / MANAGER SIGNATURE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

FOR FURTHER INFORMATION CONTACT: BEN AVON BOROUGH 412-766-7704 OR by email at [benavon@benavon.com](mailto:benavon@benavon.com). COMPLETED FORMS AND PAYMENT MAY BE MAILED TO: Ben Avon Borough 7101 CHURCH AVENUE, PITTSBURGH, PA 15202

**PLEASE NOTE: WHILE THERE IS NO ADDL FEE FOR A SECOND INSPECTION, THERE IS A \$35 PER UNIT CHARGE FOR ANY SUBSEQUENT INSPECTIONS.**

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FOR OFFICE USE ONLY:

FEE PAID \$ _____	CHECK # _____	P	F
SENT TO INSPECTOR _____	INSPECTED _____	<input type="checkbox"/>	<input type="checkbox"/>
NOTES _____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>