



Borough of Edinboro - Building & Zoning Department

124 Meadville Street / Edinboro, PA 16412

814.734.1812 ext. 139 / admin@edinboro.net / zoning@edinboro.net

Application for Regulated Rental Unit Certificate

Property Address: _____

Owner: _____

Owner Phone: _____

Owner Address: _____

Owner Email: _____

Agent: _____

Agent Phone: _____

Agent Address: _____

Agent Email: _____

Rental Status (check): Existing - \$50 per unit New- \$100 New Dorm- \$70 Dorm- \$35

Number of Units: _____

Number of Tenants: _____

Inspection Due: _____

Important items:

- Completed Rental License Application with fee §5-249 - Must have Owner or Authorized Agent signature
- Current rental inspection. §5-251-3.A
- Current "Mechanical Safety Checklist" submitted no later than DECEMBER 1st of each year. §5.236-5 – Must have approved contractor signature, see Borough web site for contractor listing.
- Units must have all safety items (fire extinguisher, smoke detectors, CO detectors) in place and operable. §5.245-2
- All rentals must have a Responsible Local Agent listed as requested above. §5.249-2

The information provided on all of the Rental Application forms is complete and I understand that incomplete and false information can lead to the loss of the Rental License for the unit(s) that I am attesting to. All forms must be signed by the Owner or Authorized Agent.

Signature of Owner or Authorized Agent

Date

Application

Due Date:

Rental Application Fee
Checks Payable to: BOE

Building & Zoning Department Only

Mechanical safety checklist

Tenant List

Administrator Signature

Date

License Number: _____

Invoice Number: _____

Check ☐ _____

Cash ☐ _____

Money Order ☐ _____

Charge ☐ _____

Date Cashiered: _____

By: _____

Approved Date _____



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Tenant Information Sheet - Post at Property

TENANT INFORMATION FORM -

IT IS THE DUTY OF THE LANDLORD TO EXPLAIN THE LISTED RESPONSIBILITIES TO THE TENANT AND POST THIS DOCUMENT AND THE BOROUGH RECYCLING NEWSLETTER IN ALL RENTALS.

§5-249. Owner's Duties

6. *Prohibited Provisions.* Except as otherwise provided by this Subpart, no rental agreement may provide that the tenant or owner agrees to waive or to forego rights or remedies under this Subpart. A provision prohibited by this subsection which is included in a rental agreement is unenforceable.

§5-303. Specific Activities Declared a Nuisance.

The following activities are deemed a nuisance and, therefore, in violation of this Part:

- A. The height of grass or weeds on private property that exceeds 8 inches.
- B. The storage of any non-operating motor vehicle on private property unless permitted by an established zoning ordinance.
- C. The improper storage and placement of recreational equipment (as defined) on private property. At no time shall recreational vehicles or equipment be stored in yard areas along street frontages or on right of ways. Boats in process of restoration or repair shall be kept only within enclosed garages.
- D. The placement or storage of larger commercial vehicles over 1 ton or busses or semi-trucks and/or semi-trailers or dump trucks in a residential zoned district.
- E. The exterior accumulation of garbage, rubbish, trash, junk items or recyclables on private property.
- F. The untimely placement or return of trash cans for regular trash pickup. (Placement after 5PM the evening before scheduled pick-up, removal of trash receptacles before 7PM the day of pick-up)
- G. The placement of indoor type furniture in yard areas and open porches.
- H. Dumping or placement of items such as leaves into open drainage ditches.
- I. An accumulation of clutter (as defined) in yard areas.

NO PARKING on any Borough Streets from 2:00 A.M. to 6:00 A.M. November 1 through April 15.

THIS UNIT'S OCCUPANCY LIMIT: This is regulated by the Borough of Edinboro Zoning Ordinance and shall be enforced accordingly.

NOISE DISTURBANCES: No occupant shall operate any sound generating electronic device at a volume which is plainly audible 50 feet away from the source. Noise disturbances which endanger the health or safety of humans, annoys or disturbs the ordinary sensibilities of a reasonable person or creates a nuisance to neighboring properties shall be subject to enforcement by the Edinboro Police Department.

SNOW & ICE REMOVAL: Pursuant to Borough Ordinances snow and/or ice is to be removed from sidewalks immediately, if practicable. If immediate removal is not practicable, then the Owner/Occupant of the premises shall immediately apply a non-skid material (rock salt, sand, cinders) in such a manner and in such quantity as to minimize the risk to pedestrians.

Savvy Citizen App: Go to www.edinboro.net or download the app to your smart phone by going to Google Play or the Apple App store. You can be contacted by phone, text message, and/or e-mail with important life/safety information and announcements.



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Mechanical Safety Checklist - Single Unit

Property Address: _____ Date of Work: _____

Property Owner / _____ Contact Info: _____

Service Provider: _____ PA Registration: _____

Service Provider Address: _____ Contact: _____

Service Provider email: _____ Services may be completed for the 2025 cycle after June 1st, 2024.

Pass	Fail	N/A	Please Check Appropriate Blocks
☐	☐	☐	Electric Heating System (Circle one: Baseboard – other _____) (coal, kerosene, oil, wood, natural gas, fuel gasses & other petroleum or
☐	☐	☐	Fossil Fuel: Circle applicable fuels in Building hydrocarbon products)
☐	☐	☐	Heat Exchanger has been checked
☐	☐	☐	Carbon Monoxide tested during operation of unit
☐	☐	☐	Draw Flue Inspected
☐	☐	☐	Wiring Inspected
☐	☐	☐	High Limit Control
☐	☐	☐	Pilot Safety Check
☐	☐	☐	Particular Furnace Safety Devices
☐	☐	☐	Filter replaced
☐	☐	☐	Flame Roll Out
☐	☐	☐	Hot Water Tank
☐	☐	☐	Hot Water Tank - Flue
☐	☐	☐	Hot Water Tank – CO Leak Test
☐	☐	☐	Hot Water Tank – Pressure Release drop
☐	☐	☐	Carbon Monoxide Detector
☐	☐	☐	Garage Attached to House (Yes / No) (This affects CO detector requirements)

Remarks: _____

***It's recommended that the owner submit the completed form and keep a copy for their records. **

I certify that the above work has been completed by my company and the remarks stated are accurate and truthful. Furthermore, I understand the possible consequences of permitting any mechanical, electrical or conveyance issues to continue and I have notified the Owner of these circumstances.

Company Owner / Qualified Representative

Date

Ensure that the Company's current "PA Registration and "Certificate of Insurance are on file with the Building & Zoning Department.

This is an annually required inspection that is provided to Landlords/Agents with the annual application and is due not later than December 1, 2024. Non-compliance with this requirement may be cause for fines being assessed or the non-renewal of the rental license.

Borough of Edinboro Office Use Only.

Received: _____ Posted: _____



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Current Tenant List - Please update with tenant changes

Property Address: _____

Property Owner: _____ Owner Phone #: _____

Address: _____ Email: _____

Tenant				
Unit #	Adult	Minor	Vacant	
Phone:				
License Plate # & State	(optional)			
Lease Term:		← Start End →		

Tenant				
Unit #	Adult	Minor	Vacant	
Phone:				
License Plate # & State	(optional)			
Lease Term:		← Start End →		

Tenant				
Unit #	Adult	Minor	Vacant	
Phone:				
License Plate # & State	(optional)			
Lease Term:		← Start End →		

Tenant				
Unit #	Adult	Minor	Vacant	
Phone:				
License Plate # & State	(optional)			
Lease Term:		← Start End →		

Tenant				
Unit #	Adult	Minor	Vacant	
Phone:				
License Plate # & State	(optional)			
Lease Term:		← Start End →		

Tenant				
Unit #	Adult	Minor	Vacant	
Phone:				
License Plate # & State	(optional)			
Lease Term:		← Start End →		

Reviewed: _____

By signing this form, I certify that the information provided on this document is true and correct. I understand that falsification or omissions of information can be cause for non-renewal or revocation of my Regulated Rental License. I further understand that whenever tenant information is changed or requested by the Borough, I am responsible to submit the information within 15 days.

Owner

Date

Additional copies of this form may be made by the owner/agent to ensure prompt updates are provided to the Borough of Edinboro. Form is available on line.