

COMPLETE ONE APPLICATION PER STRUCTURE.

CHECK ONE: ☐ Initial Registration ☐ Annual Renewal ☐ Tenant Update ☐ Update Owner Info.

I. PROPERTY INFORMATION:

RENTAL PROPERTY STREET ADDRESS:		Tax Parcel #:	
TYPE:	☐ Single Family Dwelling		☐ Two- Family Dwelling/ Duplex
	☐ Rooming House		☐ Boarder
	☐ Multi-Family Dwelling _____ units		☐ Dormitory
	☐ Hotel		☐ Personal Care Home (PCH)

II. APPLICANT INFORMATION:

A. PROPERTY OWNER:

CURRENT MAILING ADDRESS:

CITY, STATE, ZIP:

DAYTIME PHONE: ()

CELL PHONE: ()FAX: ()

EMAIL ADDRESS:

B. PROPERTY MANAGER (IF APPLICABLE):

ADDRESS:

CITY, STATE, ZIP:

DAYTIME PHONE: ()

CELL PHONE: ()FAX: ()EMAIL ADDRESS:

III. TENANT REGISTRATION:

1. PROVIDE CORRECT SPELLING OF FIRST AND LAST NAMES OF EACH OCCUPANT 18 AND OVER, AS THE NAME APPEARS ON THE BIRTH CERTIFICATE AND/OR DRIVER'S LICENSE. ALSO INCLUDE THE NUMBER OF CHILDREN UNDER THE AGE OF 18. THIS INFORMATION IS ALSO FOR PURPOSES OF CITY PER CAPITA TAX AND OCCUPANCY LIMITS TO PREVENT OVERCROWDING.
2. DO NOT JUST LIST NICKNAMES, LIST THE TENANT'S NAMES AS INDICATED ON A BIRTH CERTIFICATE OR DRIVER'S LICENSE.
3. ALL NEW TENANTS/RENTAL PROPERTY MUST BE REGISTERED WITHIN TEN (10) DAYS OF MOVE-IN OR YOU MAY BE FINED.
4. IF TENANT INFORMATION IS NOT AVAILABLE AT THIS TIME, YOU ARE REQUIRED WITHIN TEN (10) DAYS TO PROVIDE THAT INFORMATION.
5. INDICATE BELOW ANY VACANT UNITS AS "VACANT" UNDER FIRST NAME.
6. IF PROPERTY HAS BEEN SOLD: INDICATE "SOLD" AND TO WHOM THE PROPERTY WAS SOLD AND DATE OF FINAL SALE BELOW.
7. IF THIS IS YOUR INITIAL REGISTRATION, YOU MUST MAKE ARRANGEMENTS FOR THE INSPECTION TO BE CONDUCTED WITHIN 30-DAYS.

[illegible]

IV. TENANT BEHAVIOR/COMPLAINTS/ACKNOWLEDGEMENTS (optional):

PLEASE LIST ANY COMPLAINTS OR ACKNOWLEDGEMENTS YOU HAVE REGARDING ANY OF THE TENANTS LISTED ABOVE:

V. REGISTRATION FEES:

<u>INITIAL</u>		<u>RENEWAL</u>	
☐ SINGLE FAMILY DWELLING	\$ 70.00	☐ SINGLE FAMILY DWELLING	\$60.00
☐ TWO – FAMILY UNITS/ DUPLEX	\$120.00	☐ TWO – FAMILY UNITS/ DUPLEX	\$85.00
☐ MULTI FAMILY 3-10 UNITS	\$145.00	☐ MULTI FAMILY 3-10 UNITS	\$55.00
	PLUS \$10.00 PER UNIT		PER UNIT
☐ MULTI FAMILY OVER 10 UNITS	\$170.00	☐ MULTI FAMILY OVER 10 UNITS	\$55.00
	PLUS \$10.00 PER UNIT		PER UNIT
☐ ROOMING HOUSE, DORM, HOTEL.....	\$170.00	☐ PCH, ROOMING HOUSE, DORM, HOTEL.....	\$50.00
	PLUS \$10.00 PER ROOM		PER ROOM

NOTICE:

1. IF UNITS ARE OCCUPIED FOR MORE THAN 30-DAYS AT ANY TIME IN THE CALENDAR YEAR (JAN 1ST - DEC. 31ST): FEES ARE APPLICABLE.
2. INITIAL REGISTRATIONS & FEES ARE DUE WITHIN 10-DAYS OF OCCUPANCY.
3. IF YOU HAVE VACANT UNITS: FEES ARE APPLICABLE IF YOU PLAN TO RE-RENT.
4. INITIAL RENTAL INSPECTIONS ARE DUE WITHIN 30 DAYS OF OCCUPANCY; ALL OTHER INSPECTIONS ARE DUE EVERY 1 TO 3 YEARS AT THE CODE OFFICER'S DISCRETION. IT IS THE OWNER'S RESPONSIBILITY TO ENSURE THIS INSPECTION IS CONDUCTED.
5. IF YOU ARE NOT PRESENT AND MISS YOUR SCHEDULED INSPECTION YOU WILL BE ASSESSED A MISSED INSPECTION FEE AT \$60.00.
6. LAND INSTALLMENT CONTRACT MUST BE NOTARIZED AND FILED AT THE BEAVER CO. COURTHOUSE BEFORE CONSIDERED EXEMPT, REGISTRATION MAY STILL APPLY.
7. IF PROPERTY IS UP FOR SALE: THE PROPERTY MUST BE VACANT TO BE EXEMPT.
8. ALL FEES ARE DUE ON OR BEFORE AUGUST 31ST FOR THE ENTIRE CALENDAR YEAR.
9. FEES RECEIVED AFTER AUGUST 31ST WILL BE ASSESSED A LATE OF \$25.00 PER UNIT.

***** MAKE CHECKS PAYABLE TO: **CITY OF BEAVER FALLS** *****

I hereby certify that to the best of my knowledge this form is complete and correct and will conform to City Ordinance 1873.

 Property Owner's Signature

 Date

 Property Manager's Signature

 Date

OFFICE USE ONLY BELOW:

VI. REGISTRATION PAYMENT:

SUMMARY OF FEES		Comments:
REGISTRATION FEE	\$	
LATE FEE / CREDIT DUE	\$	
TOTAL FEE DUE	\$	
TOTAL REGISTRATION FEE PAID	\$	
DATE PAID: / / 20	☐ CASH ☐ CHECK #	
LICENSE ID:		