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CITY OF UNIONTOWN

20 North Gallatin Avenue

Uniontown, PA 15401

724-430-2900

Nicholas Vicites

Controller

Antoinette Hodge

City Treasurer

K2 Engineering Inc.

Consulting Engineer

Kimberly Marshall

City Clerk

Timothy Witt

City Solicitor

March 1, 2021

Dear Rental Property Owner:

Please be advised that effective January 1, 2021, the City of Uniontown adopted ordinance 1725 (Landlord Registration Ordinance) requiring landlord licenses for owners of residential rental units.

The purpose of the Landlord Registration Ordinance is to establish procedures and standards for the identification and registration of owners of rental properties to ensure that the City has a meaningful, efficient and effective means of communicating with those owners. Additionally, the Ordinance is intended to promote the health and safety of tenants and alleviate conditions of substandard housing and blight.

All owners of non-owner-occupied or rental property within the City of Uniontown are required to register and obtain a license for their properties on an annual basis, regardless of whether the building is occupied or vacant. The license is non-transferable and a license application form must be completed and submitted for each parcel owned **within 30 days of receipt of this letter.**

Purchasers of properties that are subject to the Ordinance must complete and submit a license application form within 30 days of the purchase of the property. The license and registration fees are as follows:

\$25.00 per parcel (regardless of the number of units on such parcel)

To complete the Landlord License and Registration process, please complete the enclosed application and mail the completed form and payment (please make all checks payable to the "City of Uniontown") to:

**City of Uniontown
20 N. Gallatin Ave
License Clerk, Room 106
Uniontown, PA 15401**

You are encouraged to view or print a copy of The Landlord License and Registration Ordinance at www.uniontowncity.com. I am providing Section 3 of the ordinance (owners duties) below. It is important that you educate yourself on the guidelines and expectations contained within the entire Ordinance.

- a. It shall be the duty of every owner to keep and maintain all rental units in compliance with all applicable codes, ordinances, and provisions of all other applicable state laws and regulations and local ordinances, and to keep such property in good and safe condition. As provided for in the



Ordinance, every owner shall be responsible for regulating the proper and lawful use and maintenance of every rental unit which he, she or it owns.

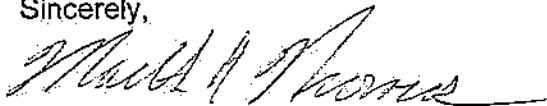
- b. Every owner of a rental unit who is not a full-time resident of the City of Uniontown, or elsewhere in an area that is not within a twenty-five (25) mile radius of the City of Uniontown, shall designate a manager who shall reside in an area that is within a twenty-five (25) mile radius of the City of Uniontown. If the owner is a corporation, a manager shall be required if an officer of the corporation does not reside within the aforesaid area. The officer shall perform the same function as a manager. If the owner is a partnership, a manager shall be required if a partner does not reside within the aforesaid area. Said partner shall perform the same function as a manager. The manager shall be the agent of the owner for service of process and receiving of notices and demands, as well as for performing the obligations of the owner under the Ordinance. The identity, address and telephone number(s) of a person who is designated as manager hereunder shall be provided by the owner or manager to the City, and such information shall be kept current and updated as it changes.
- c. Upon receiving notice of any code or ordinance violation from the code official, the owner or manager shall promptly take action, or cause the necessary action to be taken, to abate the offending condition and eliminate the violation.
- d. The owner or manager shall permit inspections of any rental unit by the code official at reasonable times upon reasonable notice.
- e. The Ordinance is not intended to, nor shall its effect be, to limit any other enforcement remedies which may be available to the City against an owner, occupant, or guest thereof.

Failure to register any rental property or non-owner-occupied property required to be licensed and registered is a violation of City Ordinance 1725 and may subject you upon conviction thereof before a Magisterial District Judge of the City of Uniontown, and be liable to pay the following penalties:

- (i) First Violation - A fine of \$200.00, or thirty days imprisonment, or both;
- (ii) Second Violation - A fine of \$500.00, or sixty days imprisonment, or both;
- (iii) Third and each subsequent violation - A fine of \$1,000.00, or ninety days imprisonment, or both.

Any questions concerning this application may be directed to Denise Stephens, License Clerk 724-430-2904. Additional applications can be obtained online at www.uniontowncity.com

Sincerely,



Matthew A. Thomas
Code Enforcement Officer
City of Uniontown.

LANDLORD RENTAL AND PROPERTY OWNER REGISTRATION APPLICATION

20 N. Gallatin Ave. • Room 106 • Uniontown, Pa 15401
Phone: 724-430-2900

PROPERTY ADDRESS: _____

(One parcel per application. Please use new application or Additional Property Page for additional parcels)

NUMBER OF UNITS ON PARCEL: _____ \$25.00 per parcel registration fee

Type Rental Building: _____ Single Family _____ Two Family _____ Three Family _____ Four or More Family
_____ Mix Use (Commercial/Residential) Are all units vacant? Yes No

OWNER INFORMATION: (please print)

NAME: _____

PHONE: _____ CELL PHONE: _____

EMAIL: _____

HOME/OFFICE ADDRESS:

STREET: _____

CITY: _____ STATE _____ ZIP _____

INSURANCE CARRIER: _____

INSURANCE AGENT: _____ AGENT PHONE: _____

COMPANY OFFICER (AUTHORIZED REPRESENTATIVE) (if applicable)

NAME: _____

PHONE: _____ CELL PHONE: _____

EMAIL: _____

HOME ADDRESS:

STREET: _____

CITY: _____ STATE _____ ZIP _____

PROPERTY MANAGER/AGENT INFORMATION (if applicable)

NAME: _____

PHONE: _____ CELL PHONE: _____

EMAIL: _____

HOME/OFFICE ADDRESS:

STREET: _____

CITY: _____ STATE _____ ZIP _____

I certify that the information contained herein is true and correct to the best of my knowledge and belief. I understand that any false statements made herein are subject to the penalties of 18 Pa. C.S. Section 4904, relating to unsworn falsifications to authorities.

SIGNATURE (Required)

DATE

PRINT (Required)

DATE

Owners with more than one residential rental property in the City of Uniontown should copy this page to list additional properties or use the Additional Property Page. Additional applications can be obtained online at

www.uniontowncity.com.