



Avalon Police Department
 640 California Avenue
 Avalon, Pennsylvania 15202
 412-761-0353
 Thomas Kokoski, Chief of Police

OFFICIAL USE ONLY
 Date Paid _____
 Permit Number _____
 Amount Paid _____

**BOROUGH OF AVALON
 2024 TENANT REGISTRATION FORM**

2024

PLEASE COMPLETE ENTIRE FORM

Date completed _____

Rental Property Info:

Street address:

Number of units:

Rental Property Owner Info:

Name:

Email:

Mailing address:

Phone:

If you, the Rental Property Owner, have an agent to act on your behalf, please provide the following:

Agent's Name:

Mailing address:

Phone:

Email:

Signature of Owner or Agent: _____

THIS FORM MUST BE COMPLETED EVEN IF PROPERTY IS CURRENTLY VACANT

Tenant Information:

(Please list every tenant of each unit):

UNIT #	NAME(S) OF TENANT(S)	PHONE NUMBER	MOVE-IN DATE	CHILD UNDER 18? Y/N

Please complete an updated tenant registration form if a tenant change is made during the year. No fee will be charged for an update, unless the property was previously registered as a vacant property.



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IF NECESSARY, PLEASE CORRECT YOUR UTILITY BILLS:

As of January 1, 2006, all owners and/or landlords of real property within the Borough's limits must place any and all water, sewer and/or garbage service in the name of the owner and/or landlord. (Chapter 310, Article III, Section 30 of the Avalon Borough Code) Violations can incur fines up to \$600.

Dear Avalon Borough Rental Property Owner:

The Borough of Avalon Tenant Registration Ordinance (Chapter 310, Article II of the Avalon Borough Code) is being administered and enforced by the Avalon Police Department. The purpose of this Ordinance is to protect the health, safety and welfare of the Borough's residents and to prevent loss of life, limb and property from fire, explosions, noxious gases and other dangers.

Per Chapter 310, Article II of the Avalon Borough Code, **EVERY OWNER, LANDLORD, MANAGER OR AGENT FOR AN OWNER WHO RENTS OR LEASES ANY DWELLING UNIT IN THE BOROUGH OF AVALON TO ANY TENANT OR ANYONE OTHER THAN THE OWNER OF RECORD** FOR A PERIOD OF TIME IN EXCESS OF THIRTY DAYS, SHALL PROVIDE THE FOLLOWING INFORMATION:

- A. The dwelling unit or rooming unit number or street address; and
- B. The names or names of all tenants to occupy such dwelling unit or rooming unit; and
- C. The mailing address of the dwelling unit or rooming unit; and
- D. The period of time for which the rental is made.
- E. If the property is vacant. There is no charge for rental properties that remain vacant for the entire calendar year.

THIS FORM IS REQUIRED FOR ALL PROPERTIES/UNITS THAT ARE NOT OWNER-OCCUPIED, EVEN IF THERE IS NOT A FORMAL LEASE AGREEMENT. At the time the required information is supplied, the owner, landlord, manager, or agent for an owner must pay in full the following costs, per rental property:

Number of Units	Tenant Registration Submitted on or before May 1, 2024	Tenant Registration Submitted after May 1, 2024
1-3 units	\$25.00 per unit	\$30.00 per unit
4-10 units	\$20.00 per unit	\$25.00 per unit
10+ units	\$10.00 per unit	\$15.00 per unit

PAYMENTS MUST BE RECEIVED NO LATER THAN AUGUST 1, 2024. FAILURE TO SUBMIT TENANT REGISTRATION FORMS AND FEES WILL RESULT IN A CITATION BEING FILED IN MAGISTRATE COURT AND MAY LEAD TO ADDITIONAL FINES AND COURT COSTS.

Please make check or money order payable to: **Avalon Borough**. Mail payment and completed Borough of Avalon 2024 Tenant Registration Forms to: **BOROUGH OF AVALON, 640 CALIFORNIA AVENUE, AVALON, PA 15202**. Payment can also be made via credit card, e-check, or PayPal at www.boroughofavalon.org. **Completed forms must still be returned to the Borough if payment is made online.**

Please be aware that Borough Ordinances 1272 and 1357, the Fire Safety Rental Operating License Ordinances, continue to require a rental property inspection every 4 years or when a tenant changes. You may contact the Avalon Borough Administration Office (412-761-5820) for applications and scheduling.

Thank you in advance for your cooperation.

Sincerely,

Thomas Kokoski
Chief of Police Borough of Avalon