



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

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 ON 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.

THIS FORM IS REQUIRED FOR ALL PROPERTIES/UNITS THAT ARE NOT OWNER-OCCUPIED. 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:

1 -3 units per rental property	\$25 per unit
4 -10 units per rental property	\$20 per unit
10+ units per rental property	\$10 per unit
Vacant (FOR ENTIRE YEAR)	NO CHARGE – FORM MUST STILL BE COMPLETED

The number of units and the related filing fees shall be calculated on a calendar basis.

Please make check or money order payable to: Avalon Borough
PAYMENTS MUST BE RECEIVED NO LATER THAN MAY 1, 2021 AND ARE REQUIRED EVERY YEAR.

Please mail payment checks and completed Borough of Avalon 2021 Tenant Registration Forms to:

**BOROUGH OF AVALON
 640 CALIFORNIA AVENUE
 AVALON, PA 15202**

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. Complying with this requirement in a timely manner will prevent the issuance of citations, which can incur a minimum fine of \$300 per unit plus court costs.

Sincerely,

**Thomas Kokoski
 Chief of Police Borough of Avalon**



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

BOROUGH OF AVALON
2021 TENANT REGISTRATION FORM

2021

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: _____

IF THE PROPERTY IS VACANT, THIS FORM STILL NEEDS TO BE COMPLETED.

Tenant Information:

(Please list every tenant of each unit):

UNIT #	NAME(S) OF TENANT(S)	PHONE NUMBER	LEASE START 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)