

2021

Resident

Re: Leetsdale, PA Rental Property Owner Letter

Dear Property Owner:

We are the firm that contracts with the Borough of Leetsdale to fulfill the duties of building inspector and fire safety inspector inside the Borough. As you know, the Borough of Leetsdale’s Fire Safety Inspection Ordinance #593 requires fire safety inspections performed every year and/or at change of tenant in the rental properties located inside the Borough. This letter is to inform you that this year the cycle for the inspections is continuing.

Attached to this letter is a Property Registration for that shall be completed and returned along with payment to Leetsdale Borough, 85 Broad Street, Leetsdale, PA 15056, within thirty (30) days for any property that you own, but do not occupy. Upon receipt of payment, an inspection will be performed, and a certificate of compliance will be issued. Once the certificate is received, it is good for another twelve (12) months at which time another application and inspection shall occur.

The Occupancy fee is fifty ($50.00) dollars for each single unit building or fifty ($50.00) dollars for each unit in a multi-unit property. This fee goes to cover the cost of the inspections. This occupancy certificate fee and inspection are also due every twelve (12) months, change of tenant, or at time of sale.

Failure to file a Property Registration for may be deemed a violation of the Borough of Leetsdale Code Ordinance; specifically, Borough of Leetsdale Ordinance #593

Any person, partnership, or corporation violating these provisions of the Borough of Leetsdale Ordinance #593 shall, upon conviction in a summary proceeding, be fined not less than one thousand dollars ($1000.00). If residents default the payment of the fine and costs, they shall be committed to the Allegheny County Jail for a period not to exceed thirty (30) days. Nothing contained herein shall be deemed to preclude the Borough seeking other relief to avail itself of any remedy that may be at law or inequity to prevent the continuing violations of the terms of this ordinance.

A copy of the ordinance can be viewed at the Borough of Leetsdale Municipal Offices upon scheduling an appointment. You may also contact my office for any question at 412.766.2565. If our information is incorrect or you feel this does not apply to you, contact the B.I.U office immediately at 412.766.2565 (upon receipt) to resolve this matter.

The following items are a few of the things that will be inspected: unsafe structures, sidewalks, and driveways, swimming pools, protective treatments, structural member, foundation walls, basic condition of property, roofs and drainage, stairways, decks, porches and balconies, handrails and guards, openable windows and screens, stairs and walking surfaces, infestation (insects and rodents), bathrooms and toilet rooms, electrical system hazard, service entrances, GFCI, and smoke detectors and carbon monoxide detectors.

In addition to being responsible for having a rental inspection for your property every two years and/or change of tenant, Ordinance #593 states that you as the owner are responsible for any disruptive conduct in which your tenant engage. We advise that you and your tenants review the full ordinance, in one of the manners described above. As part of the ordinance, a tenant registration is required every year. Enclosed you will find the registration form. Please fill in the tenant registration information and return to the Borough of Leetsdale, at the address on the bottom of the form.

Sincerely,

Ken Kealey

Ken Kealey

Borough of Leetsdale

Code Enforcement Department

BIU of PA

Enclosure: Property Registration form

Cc: Borough Secretary

File

**LEETSDALE BOROUGH**

**PROPERTY REGISTRATION FORM**

**PROPERTY OWNER’S NAME**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROPERTY OWNER’S ADDRESS**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROPERTY OWNER’S PHONE NUMBER**: (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROPERTY AGENT/MANAGER NAME**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROPERTY AGENT/MANAGER ADDRESS**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROPERTY AGENT/MANGER PHONE NUMBER**: (\_\_\_\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LOCATION OF PROPERTY**:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NUMBER OF UNITS**:\_\_\_\_\_\_\_\_\_\_\_

The above mentioned property is owner occupied and is hereby exempt from the registration under Ordinance #593. Check here if exempt:\_\_\_\_\_\_\_\_\_\_\_\_

**COMMERICIAL**:\_\_\_\_\_\_\_\_\_\_ **RESIDENTIAL**:\_\_\_\_\_\_\_\_\_\_

**LIST ALL OCCUPANTS IN THIS UNIT**: **USE REVERSE SIDE IF MORE SPACE IS NEEDED**

**Name: Phone number: # Adults: # Minors**

**OWNER/AGENT/MANAGER SIGNATURE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Official Use Only:

Date Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Amount Received:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Check No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cash:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cc: File