



2300 William Penn Highway • Pittsburgh, PA 15235
Phone: (412) 241-7113 • Fax: (412) 241-0503 • office@churchillborough.com

TENANT REGISTRATION

Registration Fee: \$45.00

PROPERTY ADDRESS: _____

TOTAL NUMBER OF UNITS: _____

OWNER INFORMATION

OWNER NAME: _____

OWNER ADDRESS: _____

OWNER PHONE: _____

OWNER EMAIL: _____

TENANT INFORMATION

TENANT NAME: _____

TENANT PHONE: _____

TENANT EMAIL: _____

LIST OF NAMES OF ALL ADULTS OF THE HOUSEHOLD

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

NUMBER OF CHILDREN UNDER 18 YEARS OF AGE: _____

PROPERTY MANAGEMENT COMPANY INFORMATION (IF APPLICABLE)

COMPANY NAME: _____

ADDRESS: _____

PHONE: _____

It is the responsibility of the Owners of rentals to know and follow the Ordinances set forth in the Borough of Churchill. Failure to comply will be subject to violations and penalties set forth by Churchill Borough Ordinance 240-11.

Owners of rental properties are to inform the Borough when there is a change in occupancy within 10 days of said change. A rental occupancy inspection is required upon changing of tenant and prior to the new tenant moving in.

Signature of Owner

Date

I understand by signing I am subject to punishment for making an unsworn falsification under Section 4904 of the PA Crimes Code.

All checks can be made payable to “Churchill Borough”. If you would like to pay by credit card, please call the Borough office at 412-241-7113. Cash payments can also be made at the office.

Chapter 240. Rental Property

Article I. Occupancy Permit and Residential Rental Unit Registration

[Adopted 10-10-2022 by Ord. No. 763]

§ 240-1. Short title.

This article shall be known as the "Occupancy Permit and Residential Rental Unit Registration Ordinance."

§ 240-2. Purpose.

The purpose of this article is to protect the health, safety, and welfare of residents of the Borough of Churchill by obtaining accurate information of the location of its residents and to ensure that residential and commercial premises in the Borough of Churchill are in a safe, livable and habitable condition and that all such premises meet fire, safety, health, and other applicable Borough ordinances.

§ 240-3. Definitions.

The following words and phrases shall have the meaning ascribed to them as follows:

BOROUGH

The Borough of Churchill, Allegheny County, Pennsylvania.

COMMERCIAL PREMISES

Any building or portion of any building that is designed or used for business, storage, or any purpose other than a place of residence for a person or family.

OWNER

The legal owner of real estate, including the person reflected in the deed or document recorded in the Department of Real Estate of Allegheny County or any other County office.

PERSON

Any natural person, entity, firm, partnership, association, or corporation.

RESIDENTIAL PREMISES

Any house, building, premises, apartment, or portion of any building, including any apartment building, boarding home, or condominium development that is designed or used as a place of residence for one person or family.

RESIDENTIAL RENTAL UNIT

Any residential premises within the Borough of Churchill which is occupied by someone other than the owner of the real estate as determined by the most current deed and for which the owner of said parcel of real estate received any value, including, but not limited to, money, or the exchange of services. Each apartment within a building is a separate residential rental unit.

SUBSTANTIAL VIOLATION

A violation of an adopted building, housing, property maintenance or fire code or maintenance, health or safety nuisance ordinance that makes a building, premises, or any part thereof dangerous or injurious to the health, safety, or physical welfare of an occupant or the occupants of neighboring buildings or premises.

TEMPORARY ACCESS CERTIFICATE

A certificate issued by the Borough upon an inspection that identifies at least one substantial violation, with the purpose to authorize access to the property for the purpose of correcting substantial violations.

TEMPORARY OCCUPANCY CERTIFICATE

A certificate issued by the Borough upon an inspection that identifies a violation but no substantial violation, with the purpose to authorize full use and occupancy of the property pending correction of the violations.

TENANT

A person who resides in or occupies for business or similar purposes a residential premises or commercial premises, who is not the owner of such premises and who has a legal relationship with the owner, or authorized representative of the owner, by lease or other agreement pursuant to which such person may reside in or use the premises.

VIOLATION

A violation of an adopted building, housing, property maintenance or fire code or maintenance, health or safety nuisance ordinance that does not rise to the level of a substantial violation.

§ 240-4. Occupancy permit.

A.

It shall be unlawful for an owner to sell, transfer, assign, or lease a residential premises or commercial premises within the Borough without first delivering to the purchaser, transferee, assignee, or lessee a valid occupancy permit for the residential premises or commercial premises issued by the Borough.

B.

A separate occupancy permit must be issued for each residential premises or commercial premises and for each new occupant. Responsibility for compliance with this article shall be with the owner. This requirement shall not apply when there is a change in occupancy as a result of a short-term rental as regulated by Chapter **304** of the Code.

C.

Occupancy permits of premises used as residential rental units within the Borough shall be valid for a period of no more than three years. Upon expiration of such three-year period from the date of issuance of the occupancy permit, the owner of the residential rental unit shall apply with the Borough for a new occupancy permit, irrespective of whether there has been any change of occupancy of the residential rental unit.

§ 240-5. Application.

A.

An owner or authorized agent shall submit an application for an occupancy permit to the Borough on a Borough-supplied form, which said form shall require at least the following information:

(1)

Name, mailing address, telephone number, and email address of the owner;

(2)

Address of the residential premises or commercial premises;

(3)

Number of rooms and bathroom facilities in the premises;

(4)

Name, telephone number, and email address of the occupants;

(5)

Proposed date for inspection of the premises; and

(6)

Date of the proposed sale or first occupancy by the tenants, as applicable.

B.

It shall be the responsibility of the owner to submit an application and request an inspection of the premises at least 20 days prior to the proposed inspection date set forth in the application.

§ 240-6. Inspection.

No occupancy permit shall be issued until:

A.

The residential or commercial premises is inspected by the Code Enforcement Officer and/or Building Code Official or other representative of the Borough;

B.

The representative of the Borough determines that the premises at issue is in compliance with all applicable Borough Codes; and

C.

The owner or authorized agent of the premises pays all application and inspection fees.

§ 240-7. Application fee.

Each application for an occupancy permit shall be accompanied by a fee in an amount established from time to time by resolution of Borough Council in order to defray the cost of administering this article.

§ 240-8. Inspection fees.

The cost for each inspection shall be an amount as established from time to time by resolution of the Borough Council. Where an inspection is scheduled, and the Borough representative attempts to make an inspection and is unable to make such inspection at the agreed upon time and place due to the failure of the applicant to appear or cooperate, the charge will be collectible against the applicant before any occupancy permit shall be issued. Each such inspection shall be subject to an individual charge per inspection.

§ 240-9. Temporary access and occupancy certificates.

A.

If an occupancy permit cannot be issued because of a failure to meet inspection standards, the Borough, upon submission of a completed application by the owner or authorized agent of the owner and payment of appropriate fee, shall issue a temporary access certificate or a temporary occupancy certificate for the purpose of completing a real estate closing to transfer legal title to a residential premises or commercial premises.

B.

A temporary access certificate shall be issued by the Borough upon a physical inspection of the premises which identifies a substantial violation no fewer than 14 days prior to the transfer of title; provided, however, that the Borough shall have discretion to make exceptions to the timing requirements in appropriate circumstances as determined by the Borough. The temporary access certificate shall be valid for 12 months; provided, however, that the Borough may extend this time period in appropriate circumstances where it is determined by the Borough that correction of the substantial violations reasonably require a longer period of time. The owner shall arrange for physical reinspection of the premises within the 12 months from the date of issuance of the temporary access certificate or any extension thereof granted by the Borough. The temporary access certificate shall entitle the owner and his agents to access the premises for purposes of correcting the substantial violations, but no owner or other persons shall occupy the premises during the term of the temporary access certificate. The owner shall be permitted to store in the premises items related to the proposed use or occupancy of the premises or is needed to repair the substantial violations during the time of the temporary access certificate.

C.

A temporary occupancy certificate shall be issued by the Borough upon a physical inspection of the premises which identifies a violation (but not a substantial violation) no fewer than 14 days

prior to the transfer of title; provided, however, that the Borough shall have discretion to make exceptions to the timing requirements in appropriate circumstances as determined by the Borough. The temporary occupancy certificate shall be valid for 12 months; provided, however, that the Borough may extend this time period in appropriate circumstances where it is determined by the Borough that correction of the violations reasonably require a longer period of time. The owner shall arrange for physical reinspection of the premises within 12 months from the date of issuance of the temporary occupancy certificate or any extension thereof granted by the Borough. The temporary occupancy certificate shall entitle the owner to fully use and occupy the premises pending correction of the violations.

D.

In the event that the owner fails to remediate and/or correct any noted violations or substantial violations within 12 months of the date of initial issuance of the temporary occupancy certificate or temporary access certificate, and any extensions thereof granted by the Borough, the Borough shall revoke the temporary occupancy certificate and fine the owner for violation of this article as set forth in § 240-11 hereof. Such a failure by the owner shall also render the owner personally liable for the costs of maintenance, repairs or demolition sufficient to correct the noted violations or substantial violations.

§ 240-10. Tenant registration.

Every owner of a residential rental unit must register the unit with the Borough in accordance with the following schedule:

A.

All owners of residential rental units must register the units with the Borough within 30 days after the effective date of this article.

B.

Any person who converts any structure to a residential rental unit or units shall register the residential rental unit or units with the Borough within 30 days of the completion of the conversion of the unit or units; within 30 days of the time when any rent, including the exchange of other services for the unit or units, is obtained; or within 30 days of the date within which a tenant or tenants occupy the unit or units, whichever time period is sooner.

C.

Registration information shall be provided by each owner of a residential rental unit and shall include the following:

(1)

Owner name, mailing address, telephone number, and email address;

(2)

Name, address, telephone number, and email address of an adult individual designated by the owner who shall be the agent of the owner for service of process and receiving of notices and demands for the owner under this article;

(3)

Property address and number of residential rental units;

(4)

Actual number of occupants; and

(5)

Name(s) of current tenant(s).

D.

The owner of a residential rental unit shall update the registration information on record with the Borough within 10 days of any change of the information set forth above.

E.

The owner of a residential rental unit shall notify the Borough within 10 days of a new tenant occupying, renting, or residing in the residential rental unit.

F.

Notwithstanding any other provisions of this article, in the event that a tenant is the subject of a court order requiring that their personal information be kept confidential, the name and address of such tenant shall not be disclosed by any Borough personnel.

§ 240-11. Violations and penalties.

Any person who fails neglects, or refuses to comply with the requirements of this article as to either the occupancy permit or residential rental registration shall be considered in violation of this article. Upon violation, an appropriate citation will be issued carrying fines of not more than \$1,000 for each offense, together with the costs of the proceedings against the person.

§ 240-12. Fees.

Fees assessable by the Borough for the administration and enforcement undertaken pursuant to this article shall be established by the Borough Council of the Borough of Churchill by resolution from time to time.

§ 240-13. Repealer.

As of the effective date of this article, all ordinances currently in existence are repealed to the extent that such ordinances are inconsistent with the provisions of this article.

§ 240-14. Severability.

If any of the provisions of this article shall be held invalid for any reason whatsoever, then unless such provision or term is material to this article as to render this article impracticable to perform, such provision or term shall be deemed severable from the remaining provisions or terms of this article and shall in no way affect the validity or enforceability of any other provisions hereof.

§ 240-15. When effective.

This article shall become effective upon adoption.