

BOROUGH OF VERONA
736 E. Railroad Avenue, Verona, PA 15147
Department of Code Enforcement

Phone: 412-828-8080

Fax: 412-794-8691

Dear Property Owner(s):

The Borough of Verona has determined that several owners of rental units have not been complying by the **Regulated Rental Unit License Ordinance** set forth, since its adoption in 2004. Please read the following document in its entirety for clarity and understanding.

***According to the existing Borough of Verona code of ordinances 04-11, all rental properties are required, to obtain a yearly "regulated rental unit license". The fee for this yearly license is \$35 per unit.**

***PLEASE NOTE.... ALL UNITS ARE SUBJECT TO A FEE, OCCUPIED OR UNOCCUPIED, NO EXCEPTIONS!** It is the intention of this letter and the enclosed application to remedy this situation in the Borough of Verona to have a verifiable system of regulated licenses.

***PLEASE NOTE, That Each Rental Unit MUST Be Listed Separately on the Application. All Applications Must Be Signed and Dated, OR THEY WILL BE RETURNED, AND MAY BE SUBJECT TO A LATE FEE.** You may make additional copies of this application or obtain additional forms at the Verona Borough Municipal Building located at 736 E. Railroad Avenue, Verona.

****Please remit your yearly total payment (\$35 for each unit) in the form of a check or money order only, by the third (3rd) Friday in February of each calendar year, either by hand delivery or by mail to:**

**VERONA BOROUGH
736 EAST RAILROAD AVENUE
VERONA, PA 15147**

****Please keep your cancelled check or money order receipt as proof of payment.**

****It is the responsibility of the owner(s) of the rental unit(s), or their representative, to know and follow the ordinances set forth in the Borough of Verona. All ordinances are online at E-CODE360**

****Be advised, if the owner lives more than 15 miles of the Borough, they must have a local manager assigned to manage the property. All information pertaining to the property manager must be included on the application.**

****BE ADVISED. ONLY PHYSICAL ADDRESSES WILL BE ACCEPTED. POST OFFICE BOX ADDRESSES ARE STRICTLY PROHIBITED. APPLICATIONS WILL BE RETURNED IF A POST OFFICE BOX IS USED AS AN ADDRESS.**

****It is imperative that the owner(s) of the rental(s) submit an application for an occupancy permit prior to renting each unit. Occupancy permit applications may be mailed or emailed to you by contacting the Borough at 412-828-8080.**

****IMPORTANT :** Any owner or agent who fails to renew an expired regulated rental license or any other required license or who fails to obtain a required permit, such as an occupancy permit or building permit, shall, in addition to any other penalty set for in any applicable Borough ordinance or code, be subject to a fee \$35 for the first unit and \$10 for each subsequent unit, or such other fee as may be established from time to time by resolution of the Borough of Verona, for each and every ten-day period or part thereof during which there is an expired permit or license, or a permit or license required that has not been obtained that continues, subject to regulation under this or any other Borough ordinance or code. [Added 4-10-2012 by Ord. #5-2012].

Thank you for your cooperation.
Verona Borough Council



BOROUGH OF VERONA

736 East Railroad Avenue

Verona, PA 15147

(412)-828-8080 * Fax (412) 794-8691

Borough of Verona Regulated (Yearly) Rental Unit License Application

To avoid penalties, ALL rental applications and required fees must be received by the Borough of Verona (736 East Railroad Avenue, Verona, PA 15147) no later than the 3rd [third] Friday of February of EACH calendar year.

[I.] NAME & ADDRESS OF PROPERTY OWNER and CONTACT INFORMATION

Name: _____

Home Ph: _____

Address: _____

Cell Ph: _____

City: _____

Email: _____

State: _____ Zip: _____ **Physical Street Addresses Only: NO Post Office Box Numbers**

[II.] PROPERTY MANAGER INFORMATION

[REQUIRED IF OWNER LIVES 15+MILLES FROM VERONA, PA]

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Phone Number: _____ (other): _____

[III.] **IF THE ABOVE PROPERTY IS OWNED BY A CORPORATION THEN ALL CORPORATION OFFICERS MUST SUPPLY THEIR NAME, TITLE, CONTACT, ADDRESS AND CONTACT PHONE NUMBER.**

[A.] Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Phone Number: _____ (other): _____

[B.] Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Phone Number: _____ (other): _____

COMPLETE BOTH SIDES OF THIS FORM

[IV.] ADDRESS OF EACH VERONA RENTAL UNIT and Tenant's Information:

AMOUNT DUE: \$

1. Rental Address: _____, Verona, PA 15147

Number of Units: _____ Number of adults[18+] per unit: _____ Number of children per unit: _____

NAME OF TENANT(S): _____ --Date Occupied _____

2. Rental Address: _____, Verona, PA 15147

Number of Units: _____ Number of adults [18+] per unit: _____ Number of children per unit: _____

NAME OF TENANT(S): _____ -- Date Occupied _____

NAME OF TENANT(S): _____ -- Date Occupied _____

[V.] Rental Unit License Fee Is Set At \$35.00 PER YEAR for EACH UNIT OCCUPIED or UNOCCUPIED

Please **circle** who you have for your trash pick-up. COUNTY HAULING or PRIVATE

[VI.] CERTIFICATION BY OWNER OR AGENT:

1. The Information Provided Herein Is True and Correct to The Best of my Knowledge, Information and Belief,

AND....

2. I Understand That by Signing the Acknowledgement Below, I Am Subject to Punishment for Making an Unsworn Falsification Under **Section 49-4** of The Pennsylvania Crimes Code for Any False Statement Made Knowingly by Myself.

3. **EVERY SECTION MUST BE ANSWERED. INCOMPLETE FORMS WILL BE RETURNED AND MAY BE SUBJECT TO LATE FEES.**

[VII.] Applicant's Signature: _____ Date _____

QUESTIONS: CONTACT THE BOROUGH CODE ENFORCEMENT OFFICER AT -- 412-828-8080 ext4