



# BOROUGH OF VERONA

736 East Railroad Avenue • Verona, Pennsylvania 15147 • (412) 828-8080 • Fax (412) 794-8691

## RESIDENTIAL OCCUPANCY PERMIT APPLICATION

Upon completion of this application and remittance of the occupancy permit fees, the Borough of Verona Zoning/Occupancy Inspector or his authorized representatives shall contact the property owner or agent to make arrangements for property inspection. Upon inspection, the property owner or agent shall insure and make all necessary modifications or repairs prior to the authorization and insurance of the Borough of Verona occupancy permit for the property hereby applied for, as required under the Verona Borough Ordinance #5-1998 section 118.51. Failure to comply with this ordinance will subject the property owner to immediate action as mandated in section 118.5.5 of Verona Borough ordinance #5-1998

Fee per unit: **\$75.00 Residential Property**

ADDRESS OF RESIDENTIAL PROPERTY:

**Number of tenants living in Unit** \_\_\_\_\_

### I. PROPERTY INFORMATION:

Type of unit: (check one)

\_\_\_\_\_ Verona, PA 15147

Residential Structure with: single unit ( ) --multi units ( ) \_\_\_\_\_

### II. OWNER

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Verona State: PA Zip Code: 15147

Contact phone number \_\_\_\_\_ E-mail address: \_\_\_\_\_

**III. PROPERTY MANAGER'S INFORMATION:** If owner is not a full time resident within the Borough of Verona and lives outside a 15 mile radius of the Borough of Verona (and currently does not have a property manager) they will be required to enlist the services of a property manager who lives within the stated radius. The Property Manager will be responsible for directing and controlling the work/business affairs of the property owner.

Property Manager's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact phone number \_\_\_\_\_ E-mail address: \_\_\_\_\_

**IV. PRIMARY TENANT (within 30 days of occupancy) or NEW OWNER (IF BEING SOLD) INFORMATION:** Along with this occupancy permit, a valid/legible photocopy of **PA DRIVERS LICENSE** or an **OFFICIAL STATE/FEDERALLY ISSUED PHOTO I.D** **MUST BE SUBMITTED BY THE TENANT.** Complete the information below, **CIRCLE TENANT or NEW OWNER.**

Tenant or **New Owner's** Name: \_\_\_\_\_

Address: \_\_\_\_\_ Apartment# \_\_\_\_\_, Verona, PA 15147

Contact phone number \_\_\_\_\_ E-mail address: \_\_\_\_\_

**V. OWNER'S SIGNATURE AND DATE:** By signing their name(s) below, OWNER/LANDLORD/MANAGER and TENANT of the property assumes full responsibility for all ordinances pertinent to owning/renting property in the Borough of Verona.

**Any deliberate misstatement upon the form is prosecutable as an unsworn falsification as provided by S4904 of the PA Crimes Code**

Owner's Signature \_\_\_\_\_ Date of Application \_\_\_\_\_

1. Permit to be completed by owner/manager EACH TIME THE UNIT(S) IS RENTED.
2. A unit is defined as space for living space for one individual or one family or one related group of individuals.
3. Use a new and separate occupancy permit for each individual unit.
4. Physical address is required. P.O.BOX numbers **NOT** acceptable.

VERONA BOROUGH PROPERTY INSPECTOR (Matt Alfieri at BIU): [412-766-2565](tel:412-766-2565) or [MattAlfieri.BIU@gmail.com](mailto:MattAlfieri.BIU@gmail.com)