

BOROUGH OF TRAFFORD

RESOLUTION NO. 5-2022

A RESOLUTION OF THE BOROUGH OF TRAFFORD, ALLEGHENY AND WESTMORELAND COUNTIES, PENNSYLVANIA ADOPTING THE LANDLORD/TENANT REGISTRATION FORM AND REQUIRING ALL LANDLORDS TO UTILIZE SAME IN CONJUNCTION WITH THE BOROUGH'S REGULATED RENTAL ORDINANCE.

WHEREAS, Council for the Borough of Trafford has previously passed a regulated rental ordinance which can be found in the Codified Ordinances of the Borough of Trafford; and

WHEREAS, the Code Enforcement Department has created a Landlord/Tenant Registration Form to be utilized in conjunction therewith for easier monitoring of Tenant turnover within the Borough; and

WHEREAS, Council for the Borough of Trafford desires to adopt the Landlord/Tenant Registration Form and direct that all Landlords utilize same in conjunction with the Regulated Rental Ordinance for the Borough to more easily keep track of tenant turnover within the Borough; and

NOW, THEREFORE, BE IT RESOLVED, and it is hereby resolved by the Borough Council of the Borough of Trafford, as follows:

Council for the Borough of Trafford hereby adopts the Landlord/Tenant Registration Form and directs all Landlords to utilize same in conjunction with the Borough's Regulated Rental Ordinance for the Borough to more easily keep track tenant turnover within the Borough.

RESOLVED AND ENACTED by the Council of the Borough of Trafford this 7th day of June 2022, at a duly called and advertised meeting.

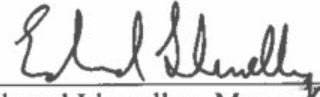
ATTEST:

THE BOROUGH OF TRAFFORD


Jaime Peticca, Borough Manager


Kristopher R. Cardiff, President

EXAMINED AND APPROVED this 7th day June, 2022.


Edward Llewellyn, Mayor

APPROVED AS TO FORM:


Craig H. Alexander, Esquire
Solicitor



Trafford Borough
414 Brinton Avenue
P.O. Box 196
Trafford, PA 15085

LANDLORD/TENANT REGISTRATION FORM

Property Address: _____ Usage: Comm Res. Mixed

Property Owner Name: _____

Owners Address: _____

Phone: Home: _____ Cell: _____ Fax: _____

Property Manager Name: _____

Property Manager Address: _____

Phone: Home: _____ Cell: _____ Fax: Contact: _____

Phone (Day): _____ Emergency Phone: _____ Fax: _____

PROPERTY INFORMATION

Unit#	Occupant Names	Phone Number

Borough Of Trafford
OWNER/LANDLORD'S DUTIES

- A. A Local Property Manager must be designated to care for the rental property if the owner/landlord resides further than twenty-five (25) miles from the corporate boundaries of the Borough of Trafford. The Local Property Manager must reside or have its corporate offices or reside within fifteen (15) miles of the corporate boundaries of the Borough of Trafford. The Local Property Manager shall be the direct point of contact for emergencies, and any other occurrence that may be of a time sensitive nature.

- B. The Owner/Landlord must provide a **COPY** of all adult aged tenant's (ages 18 and older) photo ID's, Owner/Landlord's photo ID, as well as a copy of the Property Manager's photo ID. This information can be attached to the Landlord/Tenant Registration Form.

- C. Prior to each and every change of occupancy of each regulated Rental Unit by any Tenant, Occupant, lessee, sublessee, licensee, invitee, or concessionaire, the Owner/Landlord shall file an application for Certificate Use, Occupancy and Compliance for each rental unit with the Code Enforcement Department. Along with the Certificate Use, Occupancy and Compliance, this form and information will need to be provided with each change of occupancy in the Rental Unit.