



THE BOROUGH OF BRENTWOOD

MUNICIPAL BUILDING – 3624 BROWNSVILLE ROAD
PITTSBURGH, PA 15227-3199
Office 412-884-1500 FAX 412-884-1911
www.brentwoodboro.com

Dear Brentwood Borough Landlord:

In accordance with Brentwood Borough Code §163, as a rental property owner in the Borough of Brentwood, you are required register your tenant(s) with the Department of Building Inspection & Code Enforcement.

Landlords are responsible for annually providing the Borough with the names of each occupant of a rental unit. The notification shall be submitted on the **enclosed document by March 1, 2014**. Additional copies may be attained at www.brentwoodboro.com. If multiple units are contained **within the same parcel**, you may include the names of these tenants on the enclosed supplemental form.

Landlords must attach to the registration form a \$10.00 per unit administrative fee. **The \$10.00 fee is due regardless of whether or not the unit is occupied at the time of receipt of this letter.** This fee need only be paid once per calendar year. If the composition of the rental household changes at any time during the year, the property owner must file an updated registration document either by mail or via email to epeccon@brentwoodboro.com. There is no fee for a change of tenant submission.

Landlords who do not reside in Allegheny County or an adjacent county are required to provide the Borough with the name and contact information of a responsible agent who lives in the aforementioned geographic area. **There are no exceptions to this stipulation.**

Maintenance of the rental license is contingent upon the timely filing the tenant registration documentation and the requisite fee. **Failure to submit this paperwork by March 1, 2014 will result in the revocation of the rental license and the filing of a citation with the district magistrate.** Please note that the registration component of the Borough rental ordinance is independent of the health and safety inspection requirement. A separate notice shall be issued to the property owner at the time that the inspection is scheduled.

The tenant registration documents may be hand delivered or mailed to:

**Borough of Brentwood
3624 Brownsville Road
Pittsburgh, PA 15227**

If you have any additional questions, please feel free to call me at 412-884-1500 x116 or Building Code Official Ralph Costa at x117.

Sincerely,

Eric Peccon
Asst. Code Officer