



# BOROUGH OF DORMONT

PITTSBURGH, PA 15216-2019

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**Dear Dormont Residential Property Landlord:**

**Please be advised that the Dormont Borough Council adopted Ordinance No. 1494 in October of 2000 in order to adequately provide public safety services and to properly invoice persons living in the Borough for tax collection and other Borough services. The provisions of the ordinance are:**

*Every person owning any residential property within the Borough of Dormont which is rented, in whole, or in part, to one or more persons for residential purposes shall certify annually to the Borough, for each rental property, on forms which may be obtained at the Borough Office, the name, mailing address and telephone number of the owner and of all tenants occupying the rental property. The annual certification shall be accompanied by a filing fee that has been established by Council at \$10.00 per unit (whether or not occupied) for fiscal year 2017. If a change in tenant occupancy occurs mid-year, the owner shall provide to the Borough the new tenant information within fifteen (15) days of the change occurring but shall not be subject to a new filing fee except at the annual certification. Any person who shall violate this ordinance shall, upon conviction of a summary offense by a District Justice, be fined not less than \$50 or more than \$600 for each offense together with the costs of proceedings against the person.*

**PLEASE NOTE: STARTING THIS YEAR, ALL PAYMENTS RECEIVED AFTER FEBRUARY 28, 2017 WILL BE REQUIRED TO PAY \$20 PER UNIT. IF YOUR PAYMENT IS SUBMITTED AFTER MAY 2, 2017, A CITATION WILL BE ISSUED, IN ADDITION TO THE FILING FEE.**

**We have included the proper form for your application and will accept payment by check, cash, or credit card for your convenience. The application is due no later than February 28, 2017. For credit card payments, you may fax a signed copy of the application with credit card information to the Borough Office.**

**If you do not own rental property and this notice does not apply to you, please contact the Borough Office. Should you have any questions or require assistance, please feel free to contact the Borough Office at 412-561-8900.**