



1444 Hillsdale Avenue
Pittsburgh, PA 15216-2019
(412) 561-8900
FAX (412) 561-7805
www.boro.dormont.pa.us

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. 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.

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 2023.

Please note: All payments received after January 31, 2023 will be required to pay \$20.00 per unit. If your payment is submitted after March 31, 2023, 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 (Please note there is now a convenience fee for using a debit/credit card). The application must be postmarked no later than January 31, 2023. For credit card payments, you may fax a signed copy of the application with credit card information to the Borough Office.

Note that by completing and updating this form you help your tenants take advantage of the Borough's services and facilities like rentals or pool passes. This also allows the Borough to better assist your tenants with garbage removal questions.

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.



1444 Hillsdale Avenue
Pittsburgh, PA 15216-2019
(412) 561-8900
FAX (412) 561-7805
www.boro.dormont.pa.us

Frequently asked questions regarding Tenant Registration

Do I still need to complete Tenant Registration if my relative is occupying my rental unit and not paying rent?

Yes. Anytime the property is non-owner occupied (meaning their name is not on the recorded deed) you still need to pay the filing fee and submit your form, in order for public safety to receive accurate tenant information.

Do I still need to complete Tenant Registration if a property/unit is vacant?

Yes. Anytime the property is non-owner occupied (meaning their name is not on the recorded deed) you still need to pay the filing fee and submit your form, if the unit is rented later in the year you won't need to submit another payment.

Will the Borough use my tenant's information for soliciting purposes?

No. The Borough will only use tenant information for Borough related issues/emergencies.

Do I need to pay again if there is a change in tenant occupancy mid-year?

No. Once you've submitted/paid your tenant registration for the year, there is no additional cost to update tenant/owner information.

If I purchase the property mid-year and change the occupancy from owner occupied to a rental do, I still need to complete Tenant Registration?

Yes.

If my property is being renovated, do I need to complete tenant registration?

*No. Please contact the front desk at the Borough Office so that we can put your Tenant Registration on hold until your renovations are complete, and your occupancy permit is current. **The Borough Office will verify with the Building Inspector that you have open Building permits.***