

Borough of Liberty

Allegheny County, Pennsylvania
Municipal Building, 2924 Liberty Way
McKeesport, PA 15133
Phone: 412-678-3286
Fax: 412-678-2622

Application for a Zoning Certificate Fee: \$30.00

Owner, Landlord: _____

Property Address: _____

Proposed Use of Property: _____

Owner, Landlord Contact Information: _____

Tenant Name: _____

Tenant Contact Information: _____

Official Use Only

Approved: _____

Date: _____

Denied: _____

Date: _____

Amount Paid: _____

Check #: _____

Other Comments:

Borough of Liberty, PA
Monday, April 5, 2021

Chapter 11. Housing

Part 1. TENANT REGISTRATION

§ 11-103. Reports by Landlords.

[Ord. 423, 9/9/1987, § 11-103]

1. Within 30 days from the effective date of this Part, each landlord shall submit to the Borough Secretary, a report form supplied by the Borough Secretary, which includes the following information:
 - A. List of the dwelling units and business units owned by the landlord, located within the Borough limits, whether occupied or not occupied.
 - B. Address of each dwelling unit and business unit.
 - C. Brief description of each dwelling unit or business unit.
 - D. Whether or not said dwelling unit or business unit is inhabited or utilized by tenants.
 - E. Names of the tenant or tenants utilizing the aforementioned dwelling unit or business unit, if any.

§ 11-104. Reports by Persons Upon Becoming Landlords.

[Ord. 423, 9/9/1987, § 11-104]

After the effective date of this Part, any person who becomes a landlord of any parcel of real estate or any improvement on real estate or building located in the Borough by agreement of sale, by deed, or by any other means, shall, within 30 days thereafter, report to the Borough Secretary the information and data set forth in § 11-103 above, and on forms to be provided by the Borough Secretary.

§ 11-105. Reports of Changes in Use or Occupancy.

[Ord. 423, 9/9/1987, § 11-105]

After the effective date of this Part, each and every landlord of property within the Borough of Liberty shall report to the Borough Secretary on a report form to be supplied by the Borough Secretary, any change in the use or occupancy of any dwelling unit or business unit owned by such landlord. The reported change shall include the name or names of new tenants of such dwelling unit or business unit, the date when such change was effected, and the forwarding address of the old tenant or tenants if known. A landlord of a hotel, inn or boarding house shall not be required to report a person as a "tenant" until that person has resided in such landlord's establishment for a period exceeding 30 days. In the event that a dwelling unit or business unit was used or utilized by a tenant and then becomes vacant, this change shall also be reported to the Borough Secretary. All reports required by this section shall be made within 10 days after a landlord has knowledge that such a unit has had a change in occupancy or has become vacant.

§ 11-107. Penalties.

[Ord. 423, 9/9/1987, § 11-107; as amended by A.O.]

Any person, firm or corporation who shall violate any provision of this Part, upon conviction thereof in an action brought before a magisterial district judge in the manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure, shall be sentenced to pay a fine of not more than \$1,000 plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 90 days. Each day that a violation of this Part continues or each section of this Part which shall be found to have been violated shall constitute a separate offense.