

# APPLICATION FOR NON-OWNER OCCUPIED REGISTRATION ORDINANCE #0-01-1999

# 2022

**CITY OF FARRELL**  
 500 Roemer Boulevard, Farrell, PA 16121  
 Phone: 724-983-2703 Fax: 724-983-2719

Name of Owner \_\_\_\_\_

Address of Owner (Physical and PO Box) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Agent (if owner lives outside of Mercer County) \_\_\_\_\_

Agent Address (Physical and PO Box) \_\_\_\_\_

Agent Phone \_\_\_\_\_

	Address (Number & Street)	# Units	License Fee Amount
<b>Building No. 1</b>			\$
<b>Building No. 2</b>			\$
<b>Building No. 3</b>			\$
<b>Building No. 4</b>			\$
<b>Building No. 5</b>			\$
<b>Building No. 6</b>			\$
<b>Building No. 7</b>			\$
<b>Building No. 8</b>			\$
<b>Building No. 9</b>			\$
	<b>Total</b>		

Licensing Fees: *NON-OWNER OCCUPIED license fees are \$40 for each single unit if paid by May 15<sup>th</sup>, \$60 per unit if paid between May 16<sup>th</sup>-June 30<sup>th</sup> and \$80 per unit if paid after June 30<sup>th</sup>.*  
 Make checks payable to CITY OF FARRELL

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

- ✓ LIST NAMES AND PHONE NUMBERS OF OCCUPANTS ON SECOND PAGE.
- ✓ IF YOU HAVE RECENTLY SOLD YOUR PROPERTY OR NO LONGER RENT, OR IF PROPERTY IS A SECTION 8 RENTAL OR FAMILY OCCUPIED, PLEASE RESPOND IN ORDER TO AVOID FURTHER NOTICES.
- ✓ PROOF OF INSURANCE FOR THE DWELLINGS LISTED MUST BE PROVIDED WITH APPLICATION.

FOR OFFICE USE ONLY			
Date Payment Received _____	Amount _____	Ck # _____	
License No. _____	Initials _____		

**LIST NAMES AND PHONE NUMBERS OF  
OCCUPANTS ON THIS PAGE.**

**PLEASE KEEP A COPY OF THIS PAGE. IN THE EVENT OF A CHANGE IN  
OCCUPANT YOU CAN FILL THIS FORM OUT AND RETURN THE UPDATED  
OCCUPANT FORM TO THE FARRELL CODE OFFICE, 500 ROEMER BOULEVARD,  
FARRELL, PA 16121 OR EMAIL TO J.LAIRD@CITYOFFARRELL.COM.**

<b>Occupant(s) Name</b>	<b>Address (Apt. Number)</b>	<b>Telephone</b>

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



To: Owner of Non-Owner Occupied Property in the City of Farrell

As per City of Farrell Ordinances listed below, please be advised of the following requirements regarding your non-owner occupied properties. You are required to read and sign this form and return it with your completed application. Also, please note that this letter will serve as your only written notice warning concerning these Ordinances.

1. Sewage and garbage billing must be in the owner's name and sent to the owner's address. **Each unit must have garbage cart (tote) service.** If your rental unit is without service, you will be cited without further warning.
2. Application must be made annually to the City of Farrell for non-owner occupied license. All late applications / payments may result in the imposition of a penalty.
3. All non-owner occupied properties must be inspected by the Code Officer prior to occupancy, includes change of occupant, and / or annually.
4. Per 53 Pa. S.C.A. SS 6131, Act 90 of 2010, all property taxes must be paid and current.
5. Per 53 Pa. S.C.A. SS 6131, Act 90 of 2010, all sewer bills must be paid and current.
6. **PROOF OF INSURANCE MUST BE PROVIDED WITH THIS APPLICATION. FAILURE TO PROVIDE PROOF OF INSURANCE WILL RESULT IN RENTAL NOT BEING LICENSED.**
7. **IF LICENSE APPLICATION IS NOT FULLY COMPLETED AND RECEIVED BY FARRELL CODE OFFICE BY MAY 15<sup>TH</sup> YOU AND THE OCCUPANT WILL BE NOTIFIED THAT THE PROPERTY IS NOT LICENSED AND THE OCCUPANT WILL BE ASKED TO VACATE.**

Ordinance Numbers:	#0-01-99	Inspection	#0-16-97	Garbage
	#0-16-75	Sewer	#0-01-99	Licensing

By signing below you state that you have received this notice and understand the above referenced Ordinance of the City of Farrell.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_