

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

2019

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
Building No. 1			\$
Building No. 2			\$
Building No. 3			\$
Building No. 4			\$
Building No. 5			\$
Building No. 6			\$
Building No. 7			\$
Building No. 8			\$
Building No. 9			\$
	Total		

Licensing Fees: *NON-OWNER OCCUPIED license fees are \$40 for each single unit if paid by May 15th, \$60 per unit if paid between May 16th-June 30th and \$80 per unit if paid after June 30th.*
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 _____		



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 15TH 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: _____