

IMPORTANT CHANGES TO RENTAL PROPERTIES

Reminders and high lights regarding the Residential Rental Licenses:

- Port Vue Borough has adopted an amendment to the Rental Registration Ordinance# 2026-672, and is enclosed with this document. This is an amendment to the Rental Registration Ordinance# 2018-620. Please take time to familiarize yourself with the new changes and the Ordinance Summary.
- The annual license fee is **\$50.00 per Residential and \$75.00 for Commercial unit.** The 2026 fees are due by March 18th, 2026. This is for the yearly license fee.
- The fee, rental license application, and Addendum to Residential Agreement completed must be submitted. The Addendum to the Residential Rental Agreement must be attached to the tenant's lease agreement.
- If property has not been inspected additional fees will apply and in addition if there's a change in tenant an inspection will be necessary with additional fees.
- If paid after the due date, a \$50.00 late fee will be added on. In addition, per the ordinance additional \$350.00 penalty if license fee is not paid and registration not completed by March 31st of every year.
- Every time a new tenant moves in, new paperwork must be filled out and turned into the Borough. An additional fee is required.
- If you live more than 15 miles from the rental unit, a Property Manager must be listed who lives within the 15-mile radius of the property. (ordinance 2026-672)
- Once we receive your application you will be notified by the Borough if there are any back taxes, trash or citations owed on the property. All taxes, trash and citations must be paid and remediated for a license to be issued.
- If the property is vacant, and is going to remain vacant for the entire year, an Affidavit of Vacancy (which is enclosed) must be filled out and returned to the Borough office by the due date.
- A reminder that all garbage accounts are being billed to the property owner. A bill for each property/unit will be mailed to the owner on file.

Failure to comply with any of the above requirements could result in a citation being issued with the Magistrate.

If you have any questions, please feel free to call the Borough office at 412-664-9323.

Borough of Port Vue