



Borough of Wesleyville

Looking to the future

3421 Buffalo Road, Wesleyville, PA 16510

Phone (814) 899-9124 ext 31 (Code)

Fax (814) 898-0026

2017 Rental License

Dear Rental Property Owners:

Enclosed you will find your 2017 Regulated Rental License Application. Please fill out the Rental Application and Tenant Listing forms COMPLETELY. Incomplete forms will be rejected. We must have contact information (name, phone number, and email) of the individual responsible for each unit. The following schedule will help you determine what fee you need to pay.

The fees are as follows: \$ 50.00 per residential unit
 \$100.00 per fraternities/rooming house

All fees are due before the December 31st, 2016 deadline. Any applications and fees received after this date will be subject to late fees.

The late fees are as follows: \$25.00 per unit between 01/01/2017 and 02/14/2017
 \$50.00 per unit after 02/14/2017

These Rental Licenses are valid from January 1st through December 31st of that calendar year. A license will be issued to the property owner/landlord in a timely matter after the Rental Application has been received and the listed unit has passed a previous inspection. This license can be revoked for failed unit inspections. Rental unit inspections must be completed and passed bi-annually by the Borough. These inspections are being conducted by Building Inspection Underwriters of Pennsylvania (BIU). They will be contacting you separately (by postcard) to arrange for inspections.

The fee paid provides for two (2) inspections of the unit. If additional inspections are required, there is an additional cost of \$55.00 per inspection per unit which must be paid to the Borough prior to scheduling these appointments. If you fail to appear at the scheduled time for the inspection, it will be considered a failed inspection. Current license may be revoked and future licenses will not be issued until the unit has passed the inspection process. Operating a rental unit without a current rental license WILL result in prosecution. Most of the inspection guidelines are found in the 2009 International Property Maintenance Code – <http://publicecodes.cyberregs.com/icod/ipmc/2009/index.htm>.

As a reminder to the landlords, you are responsible for the tenants and their compliance with all Wesleyville Borough Ordinances.

If your status has changed and you are no longer a landlord in the Borough, please contact us at your earliest convenience to be removed from our rental list. If you have any questions or concerns, please contact this office at (814-899-9124 ext. 31). Thank you for your cooperation.

Respectfully,
Wesleyville Borough Code Enforcement Officer
Steve Briggs

BOROUGH OF WESLEYVILLE
APPLICATION FOR RESIDENTIAL RENTAL REGISTRATION & LICENSE

Please mail or bring application to:
 Wesleyville Borough Office
 3421 Buffalo Road
 Erie, PA 16510

Date Paid _____
 Amount _____
 Received by _____
 License # _____

VALID: JANUARY 1, 2017 TO DECEMBER 31, 2017

_____ Rental Unit Address, City, State, Zip

Owner Information

_____ Owner Name Telephone # _____

_____ Street Address City State Zip Code

Email: _____

_____ Rental Agent Name Telephone # _____

_____ Street Address City State Zip Code

Email: _____

Address of Rental Property	# of Tenants	RU Number	# of Smoke Detectors	Office Use

Payment due dates for Residential Units	Fee Category	Fee per unit	# of Units	Total Cost
On or before 1/1/17	Annual Fee	\$50.00	_____	_____
Between 1/2/17 to 2/14/17	Annual + Late fee	\$75.00	_____	_____
After 2/14/17	Annual + Late fee	\$100.00	_____	_____
Within 60 days of Sale or Transfer	New Ownership	\$50.00	_____	_____

Payment due dates for Rooming House/Fraternities	Fee Category	Fee per unit	# of Units	Total Cost
On or before 1/1/17	Annual Fee	\$100.00	_____	_____
Between 1/2/17 to 2/14/17	Annual + Late fee	\$150.00	_____	_____
After 2/14/17	Annual + Late fee	\$175.00	_____	_____
Within 60 days of Sale or Transfer	New Ownership	\$100.00	_____	_____

Signature of Applicant: _____ Date: _____

Tenant Listing
Please Complete this form

Landlord/Property Owners Name: _____
Mailing Address: _____
Telephone Number: _____

TENANT(S)

*Please report any and all tenants below:

Property Address: _____ Property Address: _____
Tenant Name: _____ Tenant Name: _____

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Tenant Name: _____ Tenant Name: _____

Property Address: _____ Property Address: _____
Tenant Name: _____ Tenant Name: _____

Property Address: _____ Property Address: _____
Tenant Name: _____ Tenant Name: _____

CHANGE OF OWNERSHIP

If you have sold a rental property, please report the change of ownership below, so that we may update our records:

Property Address: _____
Current Owner: _____
New Owner: _____
Mailing Address of new owner: _____
Closing Date: _____

OWNER'S MAILING ADDRESS CHANGE

Property Address: _____
Owner's current mailing address: _____
Owner's new mailing address: _____
Effective date of change: _____

TENANT INFORMATION FORM
International Property Maintenance Code (IPMC)
Wesleyville Ordinances

IT IS THE DUTY OF THE LANDLORD TO EXPLAIN THE LISTED RESPONSIBILITIES TO THE TENANT(S)

GRASS & WEEDS- All premises and exterior property shall be maintained free from weeds and plant growth in excess of six inches.
IPMC Section 302.4

MOTOR VEHICLE NUISANCE- No inoperable or unlicensed vehicle, or vehicle being dismantled or in a state of disrepair, shall be kept on premises (includes expired inspection). Exception: Stored within closed garage/privacy fence.
IPMC Section 302.8

TRASH COLLECTION- The property has municipal trash collection. Trash must be placed at the curb no sooner than twelve hours prior to scheduled pick up day.
Please recycle: We have gone to one stream recycling which means, glass, metal, plastics, newspaper and all other paper should be placed in one container and put out every other Wednesday night.
Wesleyville Ordinances, Chapter 20, Sections 20-105 & 20-203
--Properties and premises will be kept free from accumulation of rubbish or garbage.
IPMC Section 308.1

SNOW & ICE REMOVAL- The borough requires that snow and ice be removed from the sidewalks immediately, if practicable. If not practicable, the owner/occupant shall immediately apply a non-skid material (i.e. rock salt/sand) in such a manner and quantity as to minimize the risk to pedestrians until removal in practical. A (30) thirty inch wide path is required.
Wesleyville Ordinance, Chapter 21, Section 502
-- Depositing snow or ice from private property onto the roadway is prohibited.
Wesleyville Ordinance, Chapter 21, Section 21-701

NOISE DISTURBANCE- It is unlawful to make unreasonable noise which would cause public inconvenience, annoyance, or alarm (music, electronics, amplifiers, etc. OR any sounds between 10 PM and 6 AM that causes public annoyance)
PA Crimes Code Section 5503

Landlords are prohibited from making any agreements with tenants waiving or forgoing these provisions. Either landlord or tenant may be cited for violations.

Any questions or inquiries can be directed to the Wesleyville Borough Code Enforcement office at 814-899-9124 ext. 31 (814-898-0026 fax) or emailed to CodeEnforcement@WesleyvilleBorough.com .