



Avalon Police Department  
640 California Avenue  
Avalon, Pennsylvania 15202  
412-761-0353  
Thomas Kokoski, Chief of Police

**OFFICIAL USE ONLY**  
Date Paid \_\_\_\_\_  
Permit Number \_\_\_\_\_  
Amount Paid \_\_\_\_\_

**BOROUGH OF AVALON  
2017 TENANT REGISTRATION FORM**

Date completed:

**About the rental property owner:**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address:

Phone:

If you, the Rental Property Owner, have an agent to act on your behalf, please provide the following:

Agent's Name:

Mailing address:

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**About the Avalon Borough Rental Property:**

Street address:

Number of units:

Lot & Block No.: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**About the Tenants of the Rental Property Listed Above:**

(Please list every tenant of each unit):

UNIT #	NAME/S OF TENANT/S	PHONE NUMBER	CHILD UNDER 18 Y/N
--------	--------------------	--------------	--------------------


**IF THE PROPERTY IN QUESTION IS NOT A RENTAL, PLEASE EXPLAIN THE STATUS: VACANT; PRIMARY RESIDENCE ETC.**




**Avalon Police Department**  
**640 California Avenue**  
**Avalon, Pennsylvania 15202**  
**412-761-0353**  
**Thomas Kokoski, Chief of Police**

Dear Avalon Borough Rental Property Owner:

Beginning January 1, 2015, Borough of Avalon Ordinance No. 1273 and Ordinance No. 1356, together, known as the Borough of Avalon Tenant Registration Ordinance, are being administered and enforced by the Avalon Police Department. The purpose of these Ordinances is to protect the health, safety and welfare of the Borough's residents and to prevent loss of life, limb and property from fire, explosions, noxious gases and other dangers.

Per Ordinance 1273 and Ordinance 1356, **EVERY OWNER, LANDLORD, MANAGER OR AGENT FOR AN OWNER WHO RENTS OR LEASES ANY DWELLING UNIT IN THE BOROUGH OF AVALON TO ANY TENANT FOR A PERIOD OF TIME IN EXCESS OF THIRTY DAYS, SHALL PROVIDE THE FOLLOWING INFORMATION:**

- A. The dwelling unit or rooming unit number or street address; and
- B. The names or names of all tenants to occupy such dwelling unit or rooming unit; and
- C. The mailing address of the dwelling unit or rooming unit; and
- D. The period of time for which the rental is made.

At the time the required information is supplied, the owner, landlord, manager or agent for an owner must pay in full, the following costs, per rental property:

<b>1 -3 units per rental property</b>	<b>\$25 per unit</b>
<b>4 -10 units per rental property</b>	<b>\$20 per unit</b>
<b>10+ units per rental property</b>	<b>\$10 per unit</b>

The number of units and the related filing fees shall be calculated on a calendar basis.

**Please make check or money order payable to: Avalon Borough**  
**PAYMENTS MUST BE RECEIVED NO LATER THAN MAY 1, 2017.**

Please mail payment checks and completed Borough of Avalon 2017 Tenant Registration Forms to:

**BOROUGH OF AVALON**  
**640 CALIFORNIA AVENUE**  
**AVALON, PA 15202**

Please be aware that Borough Ordinances 1272 and 1357, the Fire Safety Rental Operating License Ordinances, continue to require a rental property inspection every 4 years, or when a tenant changes. You may contact the Avalon Borough Administration Office (412-761-5820) for applications and scheduling.

**Thank you in advance for your cooperation.** Complying with this requirement in a timely manner will prevent the issuance of citations, which can incur a minimum fine of \$300 plus court costs.

Sincerely,

**Thomas Kokoski**  
**Chief of Police Borough of Avalon**