



# BOROUGH OF PITCAIRN

609 Broadway, Pitcairn, PA 15140  
DEPARTMENT OF CODE ENFORCEMENT  
412-372-6500X15 [code@pitcairnborough.us](mailto:code@pitcairnborough.us)

November 10, 2020

Dear Pitcairn Borough Landlord:

In accordance with Pitcairn Borough Ordinance 988, as a rental property owner in the Borough of Pitcairn, you are required to register your tenant(s) with the Department of Code Enforcement.

Landlords are responsible for annually providing the Borough with names of each occupant of a rental unit. The notification shall be submitted on the **enclosed document by January 10, 2021**. Additional copies may be obtained at [www.pitcairnborough.us](http://www.pitcairnborough.us). If multiple units are contained **within the same parcel**, you must include the names of these tenants on an additional supplemental form.

Landlords must attach to the registration form a \$50.00 per unit administrative fee. **The \$50.00 is due regardless of whether or not the unit is occupied at the time of receipt of this letter.** This fee need only be paid once per calendar year. If the composition of the rental household changes at any time during the year, the property owner must file an updated registration document via email or mail. There is no fee for a change of tenant submission.

Landlords who do not reside within 15 miles of the Borough are required to provide the Borough with the name and contact information of a responsible Manager/Agent who lives in the aforementioned geographic area. **There are no exceptions to this stipulation.**

Maintenance of the rental license is contingent upon the timely filing of the tenant registration documentation and the requisite fee. **Failure to submit this paperwork by January 10, 2021, will result in the revocation of the rental license and the filing of a citation with the District Magistrate.** Please note that the registration component of the Borough rental ordinance is independent of the health and safety (occupancy) inspection requirements.

The tenant registration documents and fee may be hand delivered or mailed to:

**Borough of Pitcairn  
609 Broadway Boulevard  
Pitcairn, PA 15140  
ATTN: Department of Code Enforcement**

If you have any additional questions, please feel free to contact the Department of Code Enforcement at (412)372-6500 Ext. 15.

Sincerely,

**BOROUGH OF PITCAIRN**

Nick Turner  
Code Enforcement Officer