

Municipality of Monroeville

2700 Monroeville Blvd
Monroeville PA 15146
412-856-3340

RENTAL OCCUPANCY PERMIT APPLICATION

Submittal Requirements:

1. Current owner/s or the agent for the current owner are responsible for completing the application for a Rental Occupancy permit.
2. An Occupancy inspection **MUST** be completed **BEFORE** the space can be occupied. Unless approved by this off, units that are occupied prior to inspection will be subject to the penalty fine in accordance with the *Municipal Ordinance #2690*
3. The fee for the Rental Occupancy Permit Application is **\$75.00** for multi-family dwelling units. The fee for a single-family dwelling and townhomes is **\$100.00**. If a 2nd reinspection is necessary, a reinspection fee of **\$50.00** may be imposed in accordance with the Municipality Fee Schedule.
4. The Rental Occupancy Permit will be issued in the name of the new tenant/s who will be occupying the residence.

Complete the following information required:

ADDRESS OF THE PROPERTY: _____	MOVE IN DATE: _____
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NAME & TELEPHONE NUMBER OF THE CURRENT OWNER: _____
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NAME OF THE TENANT: _____

NAME & TELEPHONE NUMBER OF THE PERSON/S MEETING THE INSPECTOR: _____

ELECTRICITY- ON <input type="checkbox"/> OFF <input type="checkbox"/> <input type="checkbox"/> CURRENTLY OCCUPIED <input type="checkbox"/> GROUP HOME

*IF GROUP HOME, PLEASE PROVIDE THE AGENCY'S INFORMATION

COMMUNICATION EMAIL: _____

SIGNATURE

DATE

FOR OFFICE USE ONLY:

LOG# _____

APP# _____

RECEIPT# _____