Borough Of Trafford

OWNER/LANDLORD'S DUTIES

A. A Local Property Manager must be designated to care for the rental property if the owner/landlord resides further than twenty-five (25) miles from the corporate boundaries of the Borough of Trafford. The Local Property Manager must reside or have its corporate offices or reside within fifteen (15) miles of the corporate boundaries of the Borough of Trafford. The Local Property Manager shall be the direct point of contact for emergencies, and any other occurrence that may be of a time sensitive nature.

B. The Owner/Landlord must provide **a COPY** of all adult aged tenant's (ages 18 and older) photo ID's, Owner/Landlord's photo ID, as well as a copy of the Property Manager's photo ID. This information can be attached to the Landlord/Tenant Registration Form.

C. Prior to each and every change of occupancy of each regulated Rental Unit by any Tenant, Occupant, lessee, sublessee, licensee, invitee, or concessionaire, the Owner/Landlord shall file an application for Certificate Use, Occupancy and Compliance for each rental unit with the Code Enforcement Department. Along with the Certificate Use, Occupancy and Compliance, this form and information will need to be provided with each change of occupancy in the Rental Unit.

Trafford Borough
414 Brinton Avenue
P.O. Box 196
Trafford, PA 15085

LANDLORD/TENANT REGISTRATION FORM

Property Address: _____Usage: Comm ☐ Res. ☐ Mixed ☐

Property Owner Name: _____

Owners Address: _____

Phone: Home: _____Cell: _____ Fax: _____

Property Manager Name: _____

Property Manager Address: _____

Phone: Home: _____ Cell: _____ Fax: Contact: _____

Phone (Day): _____ Emergency Phone: _____ Fax: _____

PROPERTY INFORMATION

Unit#	Occupant Names	Phone Number