



HOMESTEAD BOROUGH
221 East Seventh Avenue
Homestead, PA 15120
Phone: (412) 461-1340 Fax: (412) 461-4057

SHORT-TERM RENTALS

PROPERTY OWNER INFORMATION

Property Address: _____ Zoning District: _____ Ward: _____
 Owners Name: _____ Parcel ID: : _____ - _____ - _____
 Address: _____ Phone: () _____
 City: _____ State: _____ Zip Code: _____ Fax: () _____
 Email: _____

PERSON, MANAGEMENT COMPANY OR AGENT RESPONSIBLE FOR PROPERTY

Company Name: _____
 Contact Person: _____ 24 Hour Phone: () _____
 Address: _____ Fax: () _____
 City: _____ State: _____ Zip Code: _____ Email: _____

I hereby certify that all statements and data furnished with this application are true and correct. I also acknowledge that I have read all regulations pertaining to the operation of short-term rentals in Homestead Borough.

 Signature of applicant

 Date

INFORMATION & DIRECTIONS FOR FILING

This application must be completed in its entirety and submitted the required fees listed below. **Make checks payable to Homestead Borough.** Incomplete applications will not be processed and will be returned denied.

The following items must be submitted with this application:

- A photograph of the short-term rental taken from the front of the short-term rental.
- A floor plan of the short-term rental indicating the number of bedrooms and/or dwelling units offered for rent and the maximum number of overnight guests permitted.
- A diagram or photo of the premises showing and indicating the number and location of designated on-site parking spaces and the maximum number of vehicles allowed for overnight occupants.
- A diagram or photo of the premises showing and indicating the number and location of off-site parking spaces, if any, for use by an overnight occupant of a short-term rental.
- A copy of the owner's registration with the Allegheny County Treasurer's Officer Special Tax Division.
- An acknowledgement that the owner, agent, and/or contact person have read all regulations pertaining to the operation of the short-term rental.
- An acknowledgement that the owner, agent, and/or contact person must post and maintain the short-term rental with the notice required in §11-511(H).
- Municipal Lien Letters and Tax Certifications evidencing no outstanding municipal liens, taxes, and/or utilities due and owing against the property and/or any property owned by the owner within the Borough.
- Valid Occupancy Permit from the Borough of Homestead.

FEE SCHEDULE

Application/Renewal Fee		\$1,000.00
Renewal Late Fee After December 1 st	additional \$250.00	\$
Renewal Late Fee After December 31 st	additional \$500.00	\$
Renewal Late Fee After January 15 th of Subsequent Year	additional \$1,000.00	\$
Inspection Fee		\$80.00
Scanning & Document Storage Fee		\$40.00
TOTAL OF ALL FEES		\$

Permit No. _____ Invoice No. _____ Check No. _____

Approved by: _____ Date: _____

BUILDING CODE OFFICIAL/ZONING OFFICER