



**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 <sup>st</sup>	additional \$300.00	\$
Renewal Late Fee After December 31 <sup>st</sup>	additional \$600.00	\$
Renewal Late Fee After January 15 <sup>th</sup> of Subsequent Year	additional \$1,100.00	\$
Inspection Fee		\$90.00
Scanning & Document Storage Fee		\$40.00
<b>TOTAL OF ALL FEES</b>		<b>\$</b>

Permit No. \_\_\_\_\_ Invoice No. \_\_\_\_\_ Check No. \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

BUILDING CODE OFFICIAL/ZONING OFFICER