

BOROUGH OF CONWAY  
RENTAL REGISTRATION FACT SHEET  
ORDINANCE 495

**WHAT PROPERTIES APPLY UNDER ORDINANCE 495?**

Ordinance 495 applies to any dwelling that is not occupied by the recorded owner of the property. Vacant dwelling units are included. The recorded owner of the property is determined by Beaver County's tax assessment records.

**WHAT ARE THE PROPERTY OWNER'S RESPONSIBILITIES UNDER ORDINANCE 495?**

The recorded owner of a non-owner occupied dwelling is required to register the dwelling unit on a yearly basis, pay the annual fee, and allow an inspection of each dwelling unit. The property owner will receive a one-year Occupancy License from the Borough once the dwelling unit is registered and passes inspection.

**WHAT ARE THE FEES FOR THE REGISTRATION OF PROPERTY UNDER ORDINANCE 495?**

The **initial** registration fee schedule is \$50.00 per 1 family rental unit, \$75.00 for 2 family rental units, \$100.00 for Multi-family 3 to 10 units, \$125.00 plus \$10.00 per unit for Multi-family over 10 units. Rooming houses, dormitories and hotels are \$125.00 plus \$10.00 per unit. **Annual renewal registration** is \$25.00 for single and two-family units, \$20.00 per unit Multi-family 3-10 units, and \$15.00 per unit for Multi-family over 10 units, Rooming houses, dormitories and hotels.

**IS THE PROPERTY OWNER REQUIRED TO SUPPLY THE NAMES OF THE OCCUPANTS OF THE PROPERTY?**

Yes, Conway Borough Code 85-5 requires that property owners report the tenants or occupants of their property to the Borough. Forms for such reporting may be obtained at the Borough Building if needed. Any change in occupancy must be reported within fifteen (15) days.

**HOW OFTEN WILL PROPERTIES UNDER ORDINANCE 495 BE INSPECTED?**

Properties subject to Ordinance 495 will be inspected once on or before the second anniversary of the initial inspection following the filing of the rental unit registration. Inspector will contact property owners by telephone or mail to schedule a mutually convenient date and time for an inspection.

**WHAT TYPES OF ITEMS WILL BE ADDRESSED DURING THE INSPECTION?**

The Borough of Conway is currently under the 2009 International Property Maintenance Code. This code sets minimum standards for public health and safety in existing buildings including the general maintenance of the structures. Copies of all codes and ordinances are available for viewing at the Borough office by request. The inspections will generally include the exterior components such as decks, porches wall and roof covering materials, as well as general property maintenance. Interior components will include such items as plumbing and electrical components, as well as heating equipment, interior surfaces (floors, walls and ceilings), window and door operation, as well as occupancy limitations. Fire safety will also be addressed, including smoke detectors and safe means of egress.

**HOW ARE THE INSPECTIONS SCHEDULED?**

Upon receipt of your registration forms and fee, you will be contacted by phone by the Code Enforcement Officer indicating that the Borough is in receipt of all information and that an inspection must be performed. You will have to coordinate the time of the inspection with your tenants in order for the inspector to gain access to the unit. Scheduling will be as flexible as is possible to insure a time that suits all parties involved. Inspection fee is payable to the Borough of Conway. Inspection is necessary in order to receive an Occupancy License.

#### **WHAT WILL HAPPEN IF VIOLATIONS ARE FOUND DURING THE INSPECTION?**

If there are any violations noted during the inspection, an Inspection Report or Notice of Violation will be issued. This notice will be in written form and hand delivered or sent to you by mail. This notice will indicate as specific as possible itemized violations and a reasonable time in which to make the corrections. When the items are completed a re-inspection will be scheduled. An Occupancy License will only be issued after the property passes inspection.

#### **ARE PROPERTY OWNERS REQUIRED TO EVICT DISORDERLY TENANTS?**

Yes, property owners are required to evict disorderly tenants under Ordinance 495 after receiving three (3) disorderly conduct reports within any twelve (12) month period. When a police officer investigates an alleged disruptive conduct, as defined within Ordinance 495, and finds that the actions of the tenant or occupant of the property did constitute disruptive conduct, a disruptive conduct report will be sent to the property owner.

#### **HOW CAN A PROPERTY OWNER OBTAIN A COMPLETE COPY OF ORDINANCE 495 AND THE CURRENT FEE SCHEDULE?**

A complete copy of Ordinance 495 and the current fee schedule may be obtained by contacting the Borough at 724-869-5550, or viewed on-line at [www.conwaypa.org](http://www.conwaypa.org).