

BOROUGH OF WHITEHALL

APPLICATION FOR BIENNIAL RESIDENTIAL RENTAL OCCUPANCY INSPECTION

(Borough of Whitehall Code, Chapter 124)

Revised: 3/3/26

Please make sure this form is completed in its entirety before mailing.

(This form is to be completed by the Property Owner or Local Property Agent)

PROPERTY ADDRESS: _____

Property Owner Name(s): _____

Mailing Address: _____

Phone #: _____ **Email Address:** _____

Local Property Agent: _____

Phone Number: _____ **Email Address:** _____

Tenant Name	Adult / Minor	Contact Number
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_____	_____	_____
_____	_____	_____
_____	_____	_____

Applicants Printed Name: _____ **Title:** _____

Signature: _____ **Date form completed:** _____

Biennial Residential Rental Inspection Fee: \$50.00 PAID: \$ _____ CHECK #: _____

***You will be contacted by BIU directly to set up your Inspection date and time once the application and fee are received so please be sure your phone number is included – Property owner or Tenant must be present during inspection.**

After initial registration; you will automatically be notified by mail every other year at time inspection is due. *Inspections are still mandatory even if dwelling is vacant.

Please note any change in tenant that occurs between the two-year time frame of your required inspection does not require an additional inspection or fee; **but does require you, as the landlord/owner, to notify Whitehall Borough Code Office by filling out the "Tenant Notification Form" found at www.whitehallboro.gov**

Please send this Original Application & Fee to: Building Inspection Underwriters (BIU), 986 Brodhead Road, Coraopolis Pa 15108. Make your check payable to BIU of PA. (questions: 412-766-2565)

Please send a copy of this Application to: Whitehall Borough Code Enforcement Office, 100 Borough Park Drive, Pittsburgh PA 15236. Attn: Roxanne (questions: 412-884-0505 x324)