



ESTABLISHED 1879

Westmoreland County, Commonwealth of Pennsylvania

3735 SEVENTH STREET  
NEW KENSINGTON, PA 15068  
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T O W N S H I P

## RENTAL OCCUPANCY REPORT

### PROPERTY OWNER/LANDLORD INFORMATION

NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER (     ) \_\_\_\_\_

### RENTAL PROPERTY INFORMATION

PROPERTY LOCATION/ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

UNIT OR APARTMENT NUMBER IF APPLICABLE \_\_\_\_\_

OCCUPANCY NAME(S) INCLUDE NAMES OF ALL PERSONS LIVING AT PROPERTY ADDRESS OVER 16 YEARS OF AGE AND ADDRESS IF MAILING ADDRESS IS DIFFERENT THAN PROPERTY ADDRESS

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE OCCUPANCY BEGAN \_\_\_\_\_ DATE OCCUPANCY ENDED \_\_\_\_\_

\_\_\_\_\_  
PROPERTY OWNER/LANDLORD SIGNATURE

\_\_\_\_\_  
DATE

**INSTRUCTIONS FOR COMPLETING AND FILING  
RENTAL OCCUPANCY REPORT FOR  
UPPER BURRELL TOWNSHIP**

In compliance with Ordinance No. 6 of 2011, every landlord shall file a Rental Occupancy Report with the Township Manager within 30 days after a new or additional person, natural or corporate, occupies all, or a portion, of real estate owned by or in the control of the landlord.

If no changes occur an annual report must be filed with the Township Manager on or before January 31 of each year.

Reports should be delivered to:       Upper Burrell Township  
  Township Manager  
  3735 Seventh Street Road  
  New Kensington, PA 15068

Rental Occupancy Report Form is available at the Township Office and on the Township website at [www.upperburrelltwp.com](http://www.upperburrelltwp.com).

Pursuant to Ordinance No. 6 of 2011, any landlord who shall fail to comply with any provision of this ordinance shall, upon conviction thereof, be subject to a fine of not more than \$300 for each and every violation thereof. It shall be a separate violation:

- A. As to each person, natural or corporate, occupying all or a portion of real estate owned by, or in the control of, the landlord.
- B. As to each failure to provide an occupancy report or certification of no change in occupancy when due.
- C. As to each successive thirty-day period following the due date of an occupancy report or certification of no change in occupancy.