

**Borough of Penbrook  
Status of Occupancy Report**

Borough Code Chapter 242 requires all landlords to report **all tenants** living in the Borough within 30 days of any change and **before the 10<sup>th</sup> of January of every year.** See back for instructions.

Owner(s) Name \_\_\_\_\_

Owner's Address \_\_\_\_\_

(STREET, CITY, STATE AND ZIP CODE) (NO P. O. BOXES)

Owner's Phone Number: Home: \_\_\_\_\_ Cell: \_\_\_\_\_  
(REQUIRED)

Rental Property Address: \_\_\_\_\_  
(One address per form, only. Hyphenated addresses are not allowed)

Number of Units: \_\_\_\_ Date of Report: \_\_\_\_\_

**PROVIDE THE FOLLOWING DATA FOR EACH RESIDENT**

Resident Name* (TYPE or PRINT)	Adult	Child (Under 18)	Telephone Number	Date Moved In/Out	Apt #
(Example) John Doe	<input checked="" type="checkbox"/>	<input type="checkbox"/>	717-555-1212	1 / 1 / 2013 IN <input checked="" type="checkbox"/> Out <input type="checkbox"/>	# 1
	<input type="checkbox"/>	<input type="checkbox"/>		/ / 20__ IN <input type="checkbox"/> Out <input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>		/ / 20__ IN <input type="checkbox"/> Out <input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>		/ / 20__ IN <input type="checkbox"/> Out <input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>		/ / 20__ IN <input type="checkbox"/> Out <input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>		/ / 20__ IN <input type="checkbox"/> Out <input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>		/ / 20__ IN <input type="checkbox"/> Out <input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>		/ / 20__ IN <input type="checkbox"/> Out <input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>		/ / 20__ IN <input type="checkbox"/> Out <input type="checkbox"/>	

**Telephone Numbers are required for all adult tenants**

\*Report the names of all residents, including children, whether they are on the lease or not.

**Certification:** The undersigned hereby certifies that the above information is true, accurate and complete.

Signature: \_\_\_\_\_  
Owner

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Signature: \_\_\_\_\_  
Owner

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Mail to: Borough Manager, Penbrook Borough, 150 S. 28<sup>th</sup> Street, Penbrook, PA 17103

## Instructions to Landlords

1. **Please type or print all information.**
2. **Owner's Name and Address:** Enter your name and physical address, including your street number and name, city, state and zip code. **Do not use a P. O. Box. Your form will be returned if you do.**
3. **Owner's Phone Number:** Enter the phone number where you can be reached in the event of an emergency.
4. **Rental Property Address:** Enter the physical street number and street name for the rental property. **Do not use hyphenated address.** (E.G. 22-26 Main St.)
5. **Number of Units:** Enter the total number of dwelling units at the rental property address.
6. **Tenant Information:**
  - A. **PRINT** the name of each person living on your property. Children and adults must be reported.
  - B. **Adult/Child:** Check the appropriate block for each tenant.
  - C. **Telephone Number:** Provide the phone number for all adults.
  - D. **Date Moved In/Out:** Enter the date that the tenant moved in if your tenant is currently at your property, then check the "IN" box. If a tenant has left since your last report then enter the tenant's name, the date the tenant left, and check the "OUT" box.
  - E. **APT #:** If there is more than one dwelling unit on your property, indicate the unit the tenant is living in.
7. **Owner Signature and Date:** The owner of the property must sign and date the form.

You must complete a rental census form each year, whether or not you have had a change in the tenants living at your property.

**ALL FORMS MUST BE RETURNED BY JANUARY 10<sup>TH</sup>  
OF EACH YEAR.**