

## Borough of Penbrook Status of Occupancy Report

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

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

Owner Address: \_\_\_\_\_

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

Owner Phone Number: Home: \_\_\_\_\_ Cell: \_\_\_\_\_  
REQUIRED

Rental Property Address: \_\_\_\_\_  
One address per form. No hyphenated addresses 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 #
	<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"/>	
	<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 all information is true, accurate and complete.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Owner

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Owner

**Return Form to: Penbrook Borough, 150 S. 28<sup>th</sup> Street, Penbrook, PA 17103**

# Instructions to Landlords

1. **Please type or print all the 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.
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. (Ex. 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 a phone number for all adults.
  - D. **Date Moved In/Out:**
    - a. Moved In: Enter date tenant moved in, check "IN" box.
    - b. Moved Out: Enter date tenant moved out, check "OUT" box.
  - E. **APT #:** If there is more than one dwelling unit on your property, indicate the unit the tenant is/was 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.**