STATUS OF OCCUPANCY REPORT
Upper Allen Township Ordinance 133 & 588, Chapter 195 & 245 of Twp. Code of Ordinances

Rental Unit Address: ________________________________

Date Unit Occupied or Vacated (circle one): _____________

Provide the following information for Unit Occupied:

Unit Floor Area Sq Footage: ___________ Total No. of Occupants in Unit: ___________

Full Name of each Adult Occupant (Over age 18): ___________________________________________________________________________________

Number of Adult Occupants that are Students: ___ Tenant Phone No. ________________________________

Property Owner Name & Address: ___________________________________________ ______________________

Property Manager Name, Address & Phone No: ___________________________________________

No. of Rental Units Owned/Managed: ____________ Emergency Phone No. ________________________________

Complete form within 10 days of new tenant occupancy or vacancy and mail to:
Upper Allen Township, 100 Gettysburg Pike, Mechanicsburg PA 17055 Phone: (717) 766-0756

Note: Complete separate form for each Rental Unit.
Remit Copy To: White - CD Dept Pink - Tax Assessor Yellow - Property Owner

STATUS OF OCCUPANCY REPORT
Upper Allen Township Ordinance 133 & 588, Chapter 195 & 245 of Twp. Code of Ordinances

Rental Unit Address: ________________________________

Date Unit Occupied or Vacated (circle one): _____________

Provide the following information for Unit Occupied:

Unit Floor Area Sq Footage: ___________ Total No. of Occupants in Unit: ___________

Full Name of each Adult Occupant (Over age 18): ___________________________________________________________________________________

Number of Adult Occupants that are Students: ___ Tenant Phone No. ________________________________

Property Owner Name & Address: ___________________________________________ ______________________

Property Manager Name, Address & Phone No: ___________________________________________

No. of Rental Units Owned/Managed: ____________ Emergency Phone No. ________________________________

Complete form within 10 days of new tenant occupancy or vacancy and mail to:
Upper Allen Township, 100 Gettysburg Pike, Mechanicsburg PA 17055 Phone: (717) 766-0756

Note: Complete separate form for each Rental Unit.
Remit Copy To: White - CD Dept Pink - Tax Assessor Yellow - Property Owner