

# STATUS OF OCCUPANCY REPORT

Per Township Ordinance 133, Chapter 195 of Twp. Code of Ordinances

Property Owner Name: \_\_\_\_\_

Property Owner Mailing Address: \_\_\_\_\_

Property Owner Phone Number: \_\_\_\_\_ Emergency Phone Number: \_\_\_\_\_

Rental Unit Address: \_\_\_\_\_ No. of Rental Units \_\_\_\_\_

Occupant(s) Name & Unit(s) Occupied \_\_\_\_\_

Is/Are any tenant(s) students? \_\_\_ YES \_\_\_ NO If YES, how many students & units occupied? \_\_\_\_\_

Total Square Footage of Floor Area \_\_\_\_\_ No. of Occupants Per Unit \_\_\_\_\_

Present/Previous Tenant(s) Name(s): \_\_\_\_\_

Present/Previous Tenant(s) Address(es): \_\_\_\_\_

Tenant(s) Phone No. \_\_\_\_\_ Date Unit Occupied/Vacated \_\_\_\_\_

(Please circle one)

**Complete form within ten (10) days of new tenant occupancy or vacancy and mail to:  
Upper Allen Township, 100 Gettysburg Pike, Mechanicsburg PA 17055**

**Note: Separate Forms Must Be Completed For Each Rental Unit  
(Property Owner Retain Last Copy)**