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## THE BOROUGH OF LITTLESTOWN

*We're growing, one neighbor at a time.*

### Update for Occupancy Report

*You will receive a yearly occupancy report by mail to be filled out and returned.*

In accordance with Chapter 348 of the Littlestown Borough Code, owners of real estate available for Rental within the Borough are required to submit a report listing the names, Apartment numbers, and Addresses of all persons (*18 years of age or older*) occupying such real estate for residential purposes; or firms, corporations, etc., occupying such property for commercial purposes. Any change in the occupancy of real estate rented or leased, or in the identity of the lessee from that shown on the initial report, is to be reported within ten (*10*) business days of the change. Any lessor failing to file a timely report, or falsifying information, is subject to a fine of up to **\$300.00**.

This provides as an emergency contact for the Borough of Littlestown and the Littlestown Police Department, to ensure safety of the Occupants and Landowners. This provided information helps to follow up on any safety violations and/or tenant complaints that follow under our ordinance 174-25 (International Property Maintenance Code).

\*Please drop off, mail, email or fax completed forms to the Littlestown Borough Office.

Date/Year of Report: \_\_\_\_\_ Property Owner Name: \_\_\_\_\_

Property Owner Phone #: \_\_\_\_\_ Secondary #: \_\_\_\_\_

Property Owner Email: \_\_\_\_\_

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

Management Company (if applicable): \_\_\_\_\_

Management Company Address: \_\_\_\_\_

Management Company Phone: \_\_\_\_\_

