www.cityofbutler.org

CITY OF BUTLER

Occupancy Report

Landlord's Report of Current and Departing Tenants

This report may be filled out online, then printed and submitted by any method listed below.

Please return completed form to Butler City Treasurer via email, fax, mail or personal delivery:

Address: 140 W. North Street
Butler, PA 16001
Fax: 724-431-2125
Email(s): citytreasurer@cityofbutler.org johngrenci@zoominternet.net

LANDLORD OCCUPANCY REPORT IS DUE
within 30 days of any occupant changes throughout the remainder of the year.

The following information is required for each rental property owned. Other report formats, including emails, will be accepted only if they contain all information requested below. If section does not apply, please enter "N/A", "Unoccupied", etc.

Complete Sections 1 thru 5 below.

Please print legibly.

1 Date of report: _____

2 Property information:

Address: _____
Parcel #: _____
Number of Units: _____
Business _____ or Residential _____

3 Owner information:

Name: _____
Address: _____
_____
Phone #: _____
Email: _____

4 List current residential tenants age 18 and over. (Do not list business tenants or employees.)

_____ _____
_____ _____
_____ _____
_____ _____

5 Please provide the following information for departing residents:

Name	Date moved	Forwarding address

Use additional sheet(s) if necessary.