CITY OF BUTLER
Occupancy Report
Owner's Report of Current and Departing Residents

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
Aaron F. Bonus Fax: 724-431-2125
City Treasurer Email(s): citytreasurer@cityofbutler.org

INITIAL OCCUPANCY REPORT IS DUE WITHIN 30 DAYS OF RECEIPT
AND within 30 days of any occupant changes throughout the remainder of the year.

The following information is required for each residential 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 All Sections 1 thru 5 below.
Please print legibly.

1 Date of report: ____________________________

2 Property information:
Address: ____________________________
Parcel #: ____________________________
List number of Units: Residential _____
OR Business / Commercial _____
(List ONLY RESIDENTIAL tenants below.)

3 Owner information:
Name: ____________________________
Address: ____________________________
BPT #: ____________________________
Phone #: ____________________________
Email: ____________________________

4 List current residential tenants age 18 +, including those who do not pay rent. (Do not list business/commercial tenants or their employees.)

________________________________________
________________________________________

5 Please provide the following information for departing residents:
Name Date moved Forwarding address
________________________________________
________________________________________

Use additional sheet(s) if necessary.