

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
Fax: 724-431-2125
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:

<u>Name</u>	<u>Date moved</u>	<u>Forwarding address</u>
_____	_____	_____
_____	_____	_____

Use additional sheet(s) if necessary.