

# 2019 STATUS OF RENTAL UNIT OCCUPANCY REPORT

PINE GROVE BOROUGH  
 ONE SNYDER AVENUE  
 PINE GROVE, PA 17963  
 570-345-3555

Please legibly complete the information below. A separate form should be completed for each and every rental unit. A check made payable to Pine Grove Borough in the amount of \$25.00 shall be submitted with this report.

## PROPERTY OWNER INFORMATION

<b>Property Owner Name</b>	<b>Property Owner Street Address, City, State &amp; Zip</b>	
<b>Property Owner Phone Number</b>	<b>Property Owner Email</b>	<b>Number of Rental Units Owned in Pine Grove</b>
<b>Rental Agent Name</b> <small>(If property owner does not live within 20 mile radius of Borough)</small>	<b>Rental Agent Address Street Address, City, State &amp; Zip</b>	
<b>Rental Agent Daytime Phone Number</b>	<b>Rental Agent's Email</b>	

By checking this box, I the property owner, certify that the Structure or separately secured portions thereof listed at the above address are not offered by the Owner of the real property on which such Structure stands to a person or persons who is/are not the Owner thereof for residential purposes in return for the payment of rent or some other consideration.

## REQUIRED PROOF OF HAZARD & LIABILITY INSURANCE INFORMATION

<b>Insurance Carrier</b>	<b>Policy Number</b>	<b>Agent Name</b>	<b>Agent Phone Number</b>

The property owner shall attach a copy of the Certificate of Insurance, naming Pine Grove Borough as an additional insured, to this Report. Only one certificate per building is needed.

## RENTAL UNIT INFORMATION

<b>Rental Unit Street Address</b>	<b>Unit Number</b> <small>(i.e. Apt. 1, Rear)</small>	<b>Number of Units In This Building</b>

## TENANT INFORMATION

(Over the age of 18)

<b>Tenant Name</b>	<b>Apartment #</b>	<b>Tenant Phone</b>

\_\_\_\_\_  
 Property Owner's Signature (required for all submittals)

\_\_\_\_\_  
 Date

Please return this form and check to Pine Grove Borough within 30 days of receipt. You may mail or hand deliver this form to the Pine Grove Borough Office.