

2020 STATUS OF RENTAL UNIT OCCUPANCY REPORT

Pine Grove Borough Rental Registration Program

Please legibly complete all information below. A separate form should be completed for each and every rental unit. A check made payable to Pine Grove Borough to include the **\$25.00 Annual Registration Fee** per address and the rental inspection fee of **\$90.00** for the first rental unit and **\$50.00** per additional rental units on the same property. **All fees shall be submitted with this report.**

PROPERTY OWNER INFORMATION

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

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

Insurance Carrier	Policy Number	Agent Name	Agent Phone Number

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

RENTAL UNIT INFORMATION

Rental Unit Street Address	Unit Number (i.e. Apt. 1, Rear)	Number of Units In This Building

TENANT INFORMATION

(Over the age of 18)

Tenant Name	Apartment #	Tenant Phone
Please use separate page for more tenants		

Property Owner's Signature (required for all submittals)

Date

Please return this form and a check made payable to Pine Grove Borough within 30 days of receipt:
Pine Grove Borough
Rental Registration Program
1 Snyder Ave.
Pine Grove, PA 17963