

MUNICIPALITY OF BETHEL PARK TENANT OCCUPANCY REPORT

Chapter 45 of the Bethel Park Municipal Code requires all owners of rental property located within the Municipality of Bethel Park to file a completed Tenant Occupancy Report providing information about any tenant(s) renting, leasing, or otherwise occupying space within the property. The report is due within 30 days of any change in the occupancy of the property. The information requested below is required in order to comply with the Ordinance. A full copy of the Ordinance is available upon request.

Property Owner's Full Name: _____
 Property Owner's Current Address: _____
 Property Owner's Phone Number: _____
 Property Owner's Email (optional): _____

Rental Property Address * (list all properties, even vacant)	Apt/ Unit #	Tenant Name **	Tenant's Employer	Move In Date	Move Out Date	Forwarding Address

IF ADDITIONAL SPACE IS NECESSARY, PLEASE ATTACH A SEPARATE LIST IN THE SAME FORMAT AS ABOVE

- * List all properties under ownership, control, or possession that are located within the Municipality whether occupied or vacant.
- ** If the property is not currently occupied, indicate "vacant" in the tenant name column. Where the tenant is an individual, only those tenants over the age of 17 years old need to be identified.

Any Landlord convicted of violating any of the provisions of this Ordinance, that is, failing, neglecting or refusing to file any required Occupancy Report within the time limits prescribed by this Ordinance, or refusing to notify of any change in occupancy within the time limits prescribed by this Ordinance, or who shall knowingly make any incomplete, false or fraudulent report, shall, upon conviction thereof, be sentenced to pay a fine of not more than three hundred dollars (\$300.00) and costs of prosecution, or shall undergo imprisonment for not more than thirty (30) days, or both, provided, however, the Landlord shall not be subject to any penalties provided for under this Ordinance for incorrect or misinfomation furnished to the Landlord by any Tenant(s). A separate offense shall be deemed committed each day on which, or during which a violation of this Ordinance occurs, or continues.

Mail to: Jordan Tax Service
 7100 Baptist Road
 Bethel Park, PA 15102
 Phone: 412-835-7676

Submitted by (signature): _____
 Print Name: _____
 Date: _____