



ESTABLISHED 1879

Westmoreland County, Commonwealth of Pennsylvania

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NEW KENSINGTON, PA 15068
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T O W N S H I P

RENTAL REGISTRATION REPORT

PROPERTY OWNER/LANDLORD INFORMATION

NAME _____

MAILING ADDRESS _____

PHONE NUMBER () _____

RENTAL PROPERTY INFORMATION

PROPERTY LOCATION/ADDRESS _____

UNIT OR APARTMENT NUMBER IF APPLICABLE _____

OCCUPANCY NAME(S) INCLUDE NAMES OF ALL PERSONS LIVING AT PROPERTY ADDRESS OVER 16 YEARS OF AGE AND ADDRESS IF MAILING ADDRESS IS DIFFERENT THAN PROPERTY ADDRESS

DATE OCCUPANCY BEGAN _____ DATE OCCUPANCY ENDED _____

PROPERTY OWNER/LANDLORD SIGNATURE

DATE

**INSTRUCTIONS FOR COMPLETING AND FILING
RENTAL REGISTRATION REPORT FOR
UPPER BURRELL TOWNSHIP**

In compliance with Upper Burrell Township Code Chapter 244 every landlord shall file a Rental Registration Report with the Township Manager within 30 days after a new or additional person, natural or corporate, occupies all, or a portion, of real estate owned by or in the control of the landlord.

If no changes occur, an annual report must be filed with the Township Manager on or before January 31 of each year.

Reports should be delivered to: Upper Burrell Township
 Township Manager
 3735 Seventh Street Road
 New Kensington, PA 15068

Rental Registration Report Form is available at the Township Office and on the Township website at www.upperburrelltp.com.

Pursuant to Upper Burrell Township Code Chapter 244 - 5, any landlord who shall fail to comply with any provision of this code shall, upon conviction thereof, be subject to a fine of not more than \$300 for each and every violation thereof. It shall be a separate violation:

- A. As to each person, natural or corporate, occupying all or a portion of real estate owned by, or in the control of, the landlord.
- B. As to each failure to provide an occupancy report or certification of no change in occupancy when due.
- C. As to each successive thirty-day period following the due date of an occupancy report or certification of no change in occupancy.