



# CASTLE SHANNON BOROUGH

## Rental Unit Occupancy Registration - Residential

All sections of this application must be completed. Incomplete applications will be returned to the applicant.

Property Address		Parcel/Lot & Block #	
Property Owner		Owner Address (PO Box not acceptable)	
Daytime Phone No.	Evening Phone No.	Email	

### APPOINTMENT OF AGENT:

The appointed agent shall be 18 years of age or older, who resides in or works in Allegheny County. Please provide name, address, telephone number and 24-hour contact information of all partners or principals with an interest of 10% or greater.

### RESPONSIBLE AGENT INFORMATION (if applicable):

Rental Agent/Manager	Address (PO Box not acceptable)
24-hour Contact Phone No.	Email

### DESCRIPTION OF RENTAL UNIT(S):

Single Family Dwelling     Apartment     Townhouse     Duplex    Total Number of Units \_\_\_\_\_

### **License Fee Calculation:**

Total Occupied Rental Units: \_\_\_\_\_ x \$5.00 \_\_\_\_\_ Total Registration Fee: \_\_\_\_\_

Total Vacant Units: \_\_\_\_\_ x \$5.00 \_\_\_\_\_ Total Registration Fee: \_\_\_\_\_

### TENANTS AND ADDITIONAL HOUSEHOLD MEMBERS:

UNIT # \_\_\_\_\_

Tenant Name	First	Last	Phone No.	Email
Household Members	1. First	Last	2. First	Last
	3. First	Last	4. First	Last

This form is to be filed annually with the Borough on or before March 31<sup>st</sup> of each year. Any change in occupancy requires the issuance of a new occupancy permit prior to occupying the unit.

I hereby certify by signing this application that I am the owner and/or authorized agent of said property, and to the best of my knowledge, all provided information herein is complete, accurate and true.

Signature of Applicant	Date
Print Name	Email

<b>FOR OFFICE USE ONLY:</b>	
Code Official Signature	Date
Permit No.	Fee: _____ Cash/Check/Money Order

*See attached sheet for additional units.*

**TENANTS AND ADDITIONAL HOUSEHOLD MEMBERS:**

**UNIT #** \_\_\_\_\_

<b>Tenant Name</b>	First	Last	Phone No.	Email
<b>Household Members</b>	1. First	Last	2. First	Last
	3. First	Last	4. First	Last

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**UNIT #** \_\_\_\_\_

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