



# CASTLE SHANNON BOROUGH

## Rental Unit Occupancy Registration

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

**See attached sheet for additional units**

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

**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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<b>Household Members</b>	1. First	Last	2. First	Last
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