

**STATUS OF OCCUPANCY REPORT**

**TOWNSHIP OF ROSTRAVER**  
**MUNICIPAL BUILDING**  
**201 MUNICIPAL DRIVE**  
**BELLE VERNON, PA 15012**

**Property Location:**

\_\_\_\_\_  
(Street/Mailing Address) (Lot No. or Apt. No.)

\_\_\_\_\_  
(City) (State) (Zip)

\_\_\_\_\_  
(Current Phone Number)

**Property Owner (Lessor):**

\_\_\_\_\_  
(Last) (First) (Initial)

\_\_\_\_\_  
(Mailing Address)

\_\_\_\_\_  
(City) (State) (Zip)

\_\_\_\_\_  
(Phone)

**Property Classification (Circle One):**

1. Single Family Detached Residence
2. Multiple Family Unit
3. Mobile Home
4. Commercial/Retail/Office
5. Industrial
6. Agricultural

**Occupant Information:**

1. \_\_\_\_\_  
(Last) (First) (Initial)

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

(If business, indicate manager  
Or designated contact person)

**Term of Occupancy:**

\_\_\_\_\_ to \_\_\_\_\_  
Mo./Day/Year Mo./Day/Year

**(Note):** If month-to-month, indicate move-in date and anticipated move-out date.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **INSTRUCTION**

### **WHO MUST FILE:**

Any person who grants a lease or otherwise permits the use for a period of at least thirty (30) days any portion of real estate for a consideration, monetary or otherwise, must submit to the Township Office a Status of Occupancy report. Owners of multiple rental units must submit a separate report for each unit they own.

### **WHEN TO FILE:**

All Lessors must file a Status of Occupancy Report within fifteen (15) days after any change in the occupancy status of any rental property or within thirty (30) days of the acquisition or availability of any rental property.

### **WHERE TO FILE:**

Submit Status of Occupancy Reports to:

Township of Rostraver  
Municipal Building  
201 Municipal Drive  
Belle Vernon, PA 15012

### **PENALTIES FOR FAILING TO FILE:**

Any person who fails to file a Status of Occupancy Report when due or who furnishes false information on the report is liable for penalties of up to One Hundred (\$100.00) Dollars per violation and costs of prosecution, or imprisonment in the Westmoreland County Jail for up to thirty (30) days.