

BOROUGH OF SCOTTDALE



10 Mt. Pleasant Road
Scottsdale, PA 15683
Phone: 724-887-8220 - Fax: 724.887-0195
E-Mail: scottsdaleboroughmgr@gmail.com

Landlord Occupancy Report

1. Name of Landlord:
(If jointly owned, list all owners)

A: _____
B: _____
C: _____
D: _____

2. Address of Landlord:
(If jointly owned, list all owners)

A: _____

B: _____

C: _____

D: _____

3. Telephone Number of Landlord:

A: _____
B: _____
C: _____
D: _____

4. Address of the Rental Property:

**5. Number of Rental Units at the
Premises listed in #4 above:**

6. Names and addresses of all tenants occupying the premises:

Name:	_____	Name:	_____
Address:	_____	Address:	_____
	_____		_____

Name:	_____	Name:	_____
Address:	_____	Address:	_____
	_____		_____

Name:	_____	Name:	_____
Address:	_____	Address:	_____
	_____		_____

Name:	_____	Name:	_____
Address:	_____	Address:	_____
	_____		_____

Name:	_____	Name:	_____
Address:	_____	Address:	_____
	_____		_____

I/We, the undersigned do hereby certify, under penalty of perjury for false sworn statements that the information contained herein is true and correct.

Date

Landlord

Landlord

**BOROUGH OF SCOTTTDALE
LANDLORD OCCUPANCY ORDINANCE
Ordinance # 1010**

Definition of Landlord

A "landlord" is defined for the purpose of this Part as any person or persons, natural or corporate, who, or it, allows other persons, natural or corporate, to occupy real estate or portions of real estate, owned by or in control of the landlord.

Filing of Reports

A landlord shall file occupancy reports with the Scottdale Borough Manager's office as follows:

- A. On or before initially; and
- B. Within 30 days after a new or additional person, natural or corporate, occupies all, or a portion of, real estate owned or in the control of the landlord.

Certification of No New Occupants

If no new or additional person or persons, natural or corporate, have occupied all or a portion of the real estate owned by or in the control of the landlord since the filing of the most recent occupancy report, then, annually, on or before the 31st day of January each year, the landlord shall file a certification to that effect with the Scottdale Borough Manager's office on forms available at the office of the Scottdale Borough Secretary.

Contents of Report

An occupancy report shall contain the following information:

- 1. The names of all persons, natural or corporate, having a right to occupy real estate owned by, or in the control of, the landlord.
- 2. The complete mailing address of all persons, natural or corporate, so occupying.
- 3. The name, address and telephone number of the landlord.
- 4. The address of the property, if different from Subsection 2, above.
- 5. Signature of the landlord.

Penalties

Any landlord who shall fail to comply with any provision of this Part, upon conviction thereof, shall be fined 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 any occupancy report or certification of no change in the 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