

BOROUGH OF NEW EAGLE OCCUPANCY REPORTING FORM

TYPE OF REGISTRATION: __ CHANGE OF TENANT __ CHANGE OF OWNERSHIP
COMMERCIAL __ RESIDENTIAL __ SINGLE FAMILY __ DUPLEX __ MOBILE HOME __
(NOTE EACH UNIT IN A MULTI DWELLING NEEDS THEIR OWN INDIVIDUAL PERMIT)

PROPERTY OWNERS NAME: _____ TELEPHONE: _____
ADDRESS: _____
EMAIL: _____

MANAGING AGENT NAME (IF DIFFERENT FROM OWNER)
NAME: _____ TELEPHONE: _____
ADDRESS: _____
EMAIL: _____

RENTAL ADDRESS _____ DATE OF OCCUPANCY _____

NEW TENANTS (LIST ALL ADULTS LIVING ON THE PREMISE)

NAME: _____	TELEPHONE: _____	EMAIL _____
NAME: _____	TELEPHONE: _____	EMAIL _____
NAME: _____	TELEPHONE: _____	EMAIL _____
NAME: _____	TELEPHONE _____	EMAIL _____

Number of Children residing at address: _____

I further agree to the required inspections of this rental unit and certify that the foregoing is true and correct. If there is more than one owner, I certify that I am authorized to submit the application. *** **Please contact EJ Volker at 724-258-5939 for inspection prior to tenant moving in*****

SIGNED _____
PRINTED NAME _____
DATE _____

The Occupancy permit fee is \$15.00, payable to New Eagle Borough. Fee Paid: _____

Under Ordinance No. 524, Landlords are responsible for registering new tenants within 10 days of occupancy of a rental unit and inspection is required before move-in. Failure to do so constitutes a violation of said Ordinance and will result in further action being taken by the Borough. **Landlords are also responsible for the notifying the Borough when a tenant moves out.**

Former Tenant _____ Forwarding Address _____
Moving Date _____

For Garbage pickup please call County Hauling at 724-929-7694 opt 2. Garbage pickup is every Wednesday, please do not set garbage out to prior to 5pm the day before pickup.