

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: \_\_\_\_\_

RENTAL/PROPERTY MANAGERS NAME (IF DIFFERENT FROM OWNER)

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

\*\*\*\*\*

RENTAL PROPERTY ADDRESS \_\_\_\_\_ DATE OF OCCUPANCY \_\_\_\_\_

NEW OCCUPANTS (LIST ALL ADULTS LIVING ON THE PREMISE)

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ EMAIL \_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

Names of Children residing at address: \_\_\_\_\_

I further agree to the required inspections of the 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 resident moving in\*\*\*

SIGNED \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

DATE \_\_\_\_\_

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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 prior to 5pm the day before pickup.



