

# BOROUGH OF CHALFANT

144 Lynnwood Avenue  
E. Pittsburgh, PA. 15112-1509  
Telephone: 412-823-6500 / Fax: 412-229-8304

Dear Property Owner: Please fully read.

Ordinance #319 of the Borough of Chalfant requires EVERY PROPERTY OWNER to provide to the borough on an annual basis, a complete list of occupants within your household or rental property, including employer if applicable.

Please return the completed form before March 15, 2016, to the Borough of Chalfant at the above address. You may also FAX the completed form to the above fax number.

Please note, the borough must be contacted during the sale of a property for dye test requirements, occupancy inspection, occupancy permit, and no lien letters. ANY occupancy changes in rental properties or residence must obtain an occupancy permit, unless birth or adoption under the age of 18.

RENTAL PROPERTY OWNERS- As of January 1, 2015, enacted by Borough ordinance. Any property owner residing outside of a 50 mile radius must name a property manager located within the area and provide all requested information. This measure has been necessary due to difficulty in enforcement of property maintenance violations.

CITATIONS WILL BE ISSUED TO VIOLATORS OF EITHER ORDINANCE. The penalty is a fine of up to \$600 and/or 30 days in jail. Prompt cooperation is appreciated.

CHALFANT BOROUGH COUNCIL

## ANNUAL REPORT OF OCCUPANCY

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

FULL NAME OF OWNER: \_\_\_\_\_

PHONE #: \_\_\_\_\_ RENTAL PROPERTY: yes \_\_\_\_\_ no \_\_\_\_\_

E-MAIL ADDRESS: not required \_\_\_\_\_

COMPLETE ON BACK

If yes, Address of owner and contact information for management: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FULL NAME EMPLOYER. APT#(if applies)

1. \_\_\_\_\_

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

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

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

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

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

7. \_\_\_\_\_

I certify that the above information is true and correct.

Signature of owner: \_\_\_\_\_ Date: \_\_\_\_\_

Leave phone # if you wish to be added to swift reach public notification system.

\_\_\_\_\_