

Tenant and Landlord Information Form

***** Please type or print legibly in black or blue ink. *****

RENTAL UNIT INFORMATION	OWNER INFORMATION		Responsible Agent	
Address of Complex	Name		Name	
Mailing Address	Mailing Address		Mailing Address	
Number of Dwelling Units	Telephone Numbers		Telephone Numbers	
	Day -	Eve-	Day-	Eve-
Number of Rooming Units				

A separate Occupancy Report must be completed for each rental property.

Tenant lists must be supplemented within fifteen (15) days of arrival of tenants not previously reported.

Please send completed forms to the Building, Housing & Codes Enforcement Office

West Chester Borough, 401 East Gay Street, West Chester, PA 19380

Summary of Borough Ordinances

- Trash Collection, Chapter 62, West Chester Borough Ordinance**
Accumulation of storage of garbage waste, refuse, rubbish or recyclables shall be contained in 35 gallon cans with tight-fitting lids.
- Grass & Weeds Control, Chapter 41, West Chester Borough Ordinance**
Any grass, weeds or other vegetation growing in excess of 10" shall be considered to be a public nuisance.
- Snow & Ice Removal, Chapter 95, West Chester Borough Ordinance**
Within a period of 24 hours after cessation of snowfall, sidewalks shall be cleared to a width of three feet and a non-skid material applied to the sidewalk.
- Limits to Number of People, Chapter 112, West Chester Borough Ordinance**
I(we) understand the Borough Ordinances sets limits to the number of residents residing in a dwelling unit; I (we) understand that the Landlord/Tenants face a maximum fine of \$500.00 /day plus court costs and attorney fees if found liable for a violation of the maximum number of occupants.

RENTAL OCCUPANCY REPORT

