



Borough of West Chester
Building, Housing, & Code Enforcement
401 East Gay Street ▪ West Chester, Pennsylvania 19380
Phone: 610-696-1773 Fax: 610-692-7958

Tenant & Landlord Information Form

Please provide all information on both sides of this form

Address of Rental Property:	Owner Name:
Number of Dwelling Units:	Owner's Mailing Address:
Number of Rooming Units:	Owners Telephone Number:

A separate Occupancy Report must be completed for each rental property. Tenant list must be supplemented within (15) days of arrival of tenants not previously reported. Please complete and submit this form to *Building & Housing Department, 401 E. Gay St. West Chester, PA 19380.*

-Please read Borough Ordinances below-

- **Trash Collection, Chapter 62** – 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** – Any grass, weeds or other vegetation growing in excess of 10” shall be considered to be a public nuisance.
- **Snow & Ice Removal, Chapter 95** – Within 6 hours of ice appearing on a sidewalk, but before it can be removed as provided herein, a nonskid material, such as rock salt, cinders, etc. shall be applied to the sidewalks. Within a period of 24 hours after cessation of snowfall or other precipitation, sidewalks shall be cleared, and a nonskid material applied to the sidewalk.
- **Limits to Number of People, Chapter 112** – I (we) understand the Borough Ordinance 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 cost and attorney fees if found liable for a violation of the maximum number of occupants.

Rental Occupancy Report

Date Completed: _____

Note: You may attach a computer-generated list using Excel or Word formatting. It must contain all the required information. In addition, forms are available on our website west-chester.com under *Government, Building and Housing, Forms*. You may email your report to Cbarninger@west-chester.com or fax 610-692-7958. Any questions please contact Catherine Barninger at 484-887-2816.

Instructions: Please list unit numbers of every rental unit whether the unit was occupied or vacant. Please provide first and last names of each tenant who is (18) years or older and who resides in the specific unit currently or at anytime during the previous (12) months. If the tenant is a student, you must provide the number of credits that tenant is taking for one semester.

<u>Unit Number</u>	<u>Tenant(s) Names</u>	<u>Non-Student</u>	<u>Student</u>	<u>Number of Credit Hours</u>

*In accordance with Chapter 66, you are required to provide the lease commencement and expiration dates upon request of the Code Enforcement officer. *

Person Completed Form: _____