
STATUS OF OCCUPANCY REPORT

All rental units, including single family dwellings, multiple apartment houses, and other property having one or more rental units in Susquehanna Township is required to complete this form each time a new tenant moves into a rental unit, and then again when they move out per Chapter II, Part I, of the Township Code of Ordinances.

Rental Unit Address: _____

Name of Complex: _____

No. of Rental Units Owned/Managed: _____

Property Manager Name: _____

Property Manager Address: _____

Property Manager Phone & Email: _____

Property Owner Name: _____

Owner Address: _____

Emergency Contact Name, Phone & Email: _____

Provide a list of all occupants (provide a separate sheet for additional tenants):

Name in Full	Birth Date	Employer or School & Grade	Relation to Tenant

Date ☐ **Occupied** or ☐ **Vacated** (check one): _____

Signature: _____ **Date:** _____

Remit form within ten (10) days of status change to Susquehanna Township via mail, fax, or email to info@susquehannatwp.com. Penalties for non-compliance outlined in §11-105 of the Township Code of Ordinances.