



BOROUGH OF FOREST HILLS

2071 ARDMORE BLVD

PITTSBURGH, PA 15221

Phone: (412) 351-7330

Fax: (412) 351-7337

OCCUPANCY REPORT

ORDINANCE NO.731

Instructions: This form shall be used to file either ANNUAL or SUPPLEMENTAL Occupancy Reports as required by Forest Hills Borough Ordinance No. 731

Annual Report: Must be filed on or before May 31st. Report of all individuals/families to whom you rent a dwelling

Supplemental Report: Must be filed within thirty (30) days after each and every addition/and or change of occupancy of each premise.

Landlord: _____

Rental Address: _____

Address: _____

of units _____

Lot & Block _____

Phone _____

Occupants

Date of Occupancy

Terminated

1. _____

2. _____

3. _____

Continue on back if needed

Please note that refuse fee for vacant units should be paid by the due date. If the unit(s) remain vacant the entire year, January to December, a refund will be made. The request for a refund must be in writing not later than January 31st of the new year.

Violation of Ordinance No. 731 carries a fine of not less than \$50 and not more than \$300 and in default of such fine, individual shall be subject to imprisonment for a period not exceeding thirty (30) days.

An inspection for an OCCUPANCY PERMIT IS REQUIRED anytime there is a change of renter. The landlord must file a "Rental Property Inspection Permit Application" with payment of \$60.00 per unit. Then call the Building Inspector, Bill McChesney at 412-351-7330 ext 204 to schedule the inspection. The building inspector is in Forest Hills on Tuesday, Wednesday, and Friday each week.

Landlord Signature

Date