

Status of Occupancy Report

Required Under Halifax Township Ordinance 1991 Auth 9

Under the Halifax Township Ordinance 1991, all landlords are required to provide the Township with the addresses of all rental units within the Township's jurisdiction and the names and mailing addresses of the occupying tenants. Landlords are also required to notify the Township of any tenancy changes as they occur. Failure to comply with this Ordinance may result in fines and/or penalties. A copy of the complete Ordinance is available upon request from the Township Business Office.

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1. Name of Landlord: _____
Address of Landlord: _____
Telephone # of Landlord: _____
 2. Rental Unit Address: _____
 3. Name, Address and Phone Number of current tenant(s) occupying rental unit: _____

Also, complete the lower portion of the form when there is a change of tenant(s) in the rental unit listed above and forward the noted changes within ten days to the Township Business Office.

4. Name of former tenant(s): _____
Forwarding address of former tenant(s): _____
5. Name of new tenant: _____
Name of new co-tenant(s): _____
Mailing address of new tenant(s): _____
Date of Occupancy: _____

Date: _____ Landlord Signature: _____

Mail to: Halifax Township, 102 Fisher Street, Halifax PA 17032

THIS FORM MAY BE COPIED OR ADDITIONAL FORMS MAY BE REQUESTED FROM THE BUSINESS OFFICE