Westtown Township

Rental Status and Occupancy Report

1039 Wilmington Pike
West Chester, PA 19382
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In accordance with §154-51 of the Westtown Township Code, all property owners of every rental unit in the Township shall prepare and file an annual report which shall contain the complete name and address of each person 18 ears of age and older who is currently residing or who during the preceding calendar year resided in each rental unit. Please complete this form with the names of all past and current tenants for each rental property you own during the 12-month period of the reporting year. **Please fill out a separate form for each rental property you own.** This form shall be due annually within 60 days of the end of each calendar year. Forms can be mailed, faxed, or completed PDFs can be emailed to administration@westtown.org.

Rental Address: _____ City: _____ State: ____ Zip:_____

OWNER/PROPERTY MANAGER INFORMATION:

Owner Name: _____ Email: _____

Phone: _____ Mailing Address: _____

Reporting Year: _____ Date Submitted: _____ Signature: _____

Tenant Name (18 years old+)	Unit #	Lease Start Date	Lease End Date