

# BOROUGH of MARYSVILLE

## STATUS OF OCCUPANCY/VACANCY REPORT

Account #: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner's Phone Number(s): \_\_\_\_\_  
*Home Cell Work*

Previous Tenant's Name: \_\_\_\_\_

Date Property was Vacated: \_\_\_\_\_

New Tenant Name(s) \_\_\_\_\_

Date Occupied by New Tenant(s): \_\_\_\_\_

Names of all Individuals Residing at this Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date This Report Was Filled Out: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

\*\*\*\*\*PLEASE SEE BELOW FOR IMPORTANT INFORMATION\*\*\*\*\*

Please complete and return to the Marysville Borough Office, 200 Overcrest Road, Marysville, PA 17053

**ORDINANCE NO 238:** Requires that any change in the occupancy status of real estate (rented or leased), shall be reported or obtained and submitted to the Borough Secretary after such change. Section (4) states the Borough Secretary may prepare a form report entitled "Status of Occupancy/Vacancy Report" that requires the information set forth; however, failure to have such report forms shall not excuse the obligation of leasers to provide the information required herein.

**ORDINANCE NO. 311:** Provides that in the event of a property becoming re-occupied, it shall be the responsibility of the property owner to report same to the Borough Secretary within seven (7) days thereafter, using a form prepared by the Borough Manager; incorporating such information as the Borough may require in order to maintain adequate information. Vacancies are recorded upon receipt of notices of vacancy by the property owner to the Borough Secretary. It shall be the property owner's responsibility to notify the Borough Secretary promptly after the property has been vacated.

The quarterly service charge for vacant properties shall not apply until the first quarterly billing which is issued on dates at least (90) days after receipt of the notice by the Borough Secretary. Failure to comply with said Ordinance may result upon conviction before a District Justice, plus retroactive billings at full-occupied rate. In order to continue to qualify for a vacancy rating, it will be necessary to contact the Borough Office fifteen (15) days prior to the (quarterly) and (monthly) billing date as appropriate to the present status of the unit. Failure to do so shall result in an automatic restoration of an occupied rate status. Failure to complete the form in its entirety may result in the Borough's non-action of processing your account.

**\*\*NOTE\*\***

"Vacant Property" shall be such unit of real property in which the owner or lease has no reasonable intent of occupying same in the foreseeable future and from which all furniture and other evidence of habitation has been removed; a vacancy for seasonal, recreation or vacation purposes shall not be deemed a vacancy hereunder.