



## Application for Rental Housing & Occupancy Report

Re: City of Oil City Ordinance No. 2734

Direct questions to the **Oil City Code Department** at 814-678-3003. Return completed applications in person to the Oil City Code Department on the first floor of City Hall, 21 Seneca St., Oil City, PA 16301.

The owner of every rental unit located within the City of Oil City must prepare and file an annual Rental Housing and Occupancy Report. Applications must contain the complete name and address of each person 18 years of age and older who is currently residing in a rental unit owned by the person filing the report.

### Instructions

**Property Information** - Complete this section by providing the address of the rental unit or of the building which contains multiple units. An application must be completed for each separate building. Please list all unit numbers of every unit at the address listed, regardless of occupancy or vacancy. Dwelling Units are generally self-contained and have individual bath and kitchen facilities, while Rooming Units typically share these facilities.

**Other Persons or Agency Responsible for Property** - If any individual, firm, or company is responsible for the property in any way list them in this section. Include those who are responsible for property maintenance, need emergency notifications, or have legal financial stake/ownership of the property.

**Occupancy Report** - For any unit at the property listed in the application, provide the names of all tenants who are 18 years of age or older who reside in the unit. Changes in the occupancy of any unit must be communicated to the Code Office within fifteen (15) days of the change. In accordance with City Code, you are required to provide the lease commencement and expiration dates to a Code Enforcement Officer upon request.

*Please note, any person or entity which leases real estate to others for either commercial or residential purposes must also obtain a Business License.*

### Permit Fees

There shall be no permit fee charged to any applicant for the issuance of a conditional or rental housing permit or for the inspection of the rental unit. If a compliance inspection is scheduled and the owner, operator or responsible manager fails to appear, then an inspection fee of \$50.00 shall be assessed against the owner, and no inspection shall be completed until the inspection fee is paid in full. If payment in full is not made within sixty (60) days of the date of the invoice for the inspection fee, the conditional permit or rental permit shall be rescinded until full payment is made, and any person who shall lease, rent, occupy, or otherwise allow a rental unit within the City to be occupied after rescission of the conditional permit or rental permit as provided herein, shall be subject to penalties as identified in City Ordinance No. 2734.



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OWNER INFORMATION	
Name: _____	Email: _____
Address: _____	City: _____ State: _____ Zip Code: _____
Phone: _____	Alternate Phone: _____

PROPERTY INFORMATION	
Address: _____	City: _____ State: _____ Zip Code: _____
Number of Dwelling Units: _____	Number of Rooming Units: _____
If multiple units, how are units designated/addressed? _____	

OTHER PERSONS OR AGENCY RESPONSIBLE FOR PROPERTY	
Name: _____	Email: _____
Address: _____	City: _____ State: _____ Zip Code: _____
Phone: _____	Alternate Phone: _____
Name: _____	Email: _____
Address: _____	City: _____ State: _____ Zip Code: _____
Phone: _____	Alternate Phone: _____

***FOR OFFICIAL USE ONLY***	
Approval Date: _____	Denial Date: _____
Reason: _____	
City Official Signature: _____	

I hereby certify, under penalty of law, that the above information is true and correct to the best of my knowledge and belief. Furthermore, I certify that I am the person responsible for the property listed or I am acting lawfully on behalf of the property owner or person(s) responsible.

\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

