



2026

Occupant registration

**Borough of Port Carbon**  
**Port Carbon Code Compliance Office**  
**Borough Hall**

301 1st St, Port Carbon, PA 17965

Office: (570) 622-2255 Field phone: (570) 573-7195

**PROPERTY & CONTACT INFORMATION (Attach this form to the Occupancy application)**

Date: \_\_\_\_\_

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

Unit(s) / Apt # (if any): \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Owner Email: \_\_\_\_\_

If owner resides more than 20 miles from the Borough, provide a local responsible agent.

Local Agent: \_\_\_\_\_

Agent Address: \_\_\_\_\_

Agent Phone: \_\_\_\_\_ Agent Email: \_\_\_\_\_

**TENANT LIST (print clearly and use additional sheets if necessary; only one name per line)**

Unit #	Occupant Full Name	18+?		Move-in Date	Notes
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		
		Y	N		

I certify that the information on this form is true and correct to the best of my knowledge. I understand that providing false statements may subject me to penalties under 18 Pa.C.S. 4904 (unsworn falsification to authorities).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return completed form and payment to: Borough of Port Carbon, 301 First Street, Port Carbon, PA 17965. Phone: (570) 622-2255.

**OFFICE USE ONLY**

<input type="checkbox"/> Cash	<input type="checkbox"/> Money Order	<input type="checkbox"/> Check # _____	Receipt # _____ Date Received: _____ Processed By: _____
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