



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		
		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

Cash

Money Order

Check # _____

Receipt # _____

Date Received: _____

Processed By: _____