



### Request for Occupancy

<b>Date:</b>	
<b>Requestor Name:</b>	
<b>Purpose:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	

Include full address for each property you are requesting an Occupancy and how many copies you need for each record.

QTY	Property address
<b>Mail To Address:</b>	
<b>Date Needed:</b>	

**\*If property listing contains more than five (5) records please attach the full property listing with this document.**

**PLI USE ONLY:**

**Received By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Processed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Mailed on:** \_\_\_\_\_

**Records were email:** \_\_\_ YES \_\_\_ NO **WHEN:** \_\_\_\_\_

All requests are processed in the order they are received by our office. The purpose of your request must be completed at the top of the page to ensure we can assign the request properly to our staff. All requests will be answered within 5 working days from the day we received the request. If you have any question or need a status on your request, please call 412-255-2175 for updates or email [plirecords@pittsburghpa.gov](mailto:plirecords@pittsburghpa.gov). *This request can be mailed, emailed or hand delivered to our office for processing.*