

NO NEED TO RETURN IF INFORMATION IS CURRENT
LANDLORD REPORT FORM

Submission Required Under Elizabethville Borough Ordinance 298

Elizabethville Borough has adopted an ordinance requiring all landlords to provide the Borough with the addresses of all rental units and the names and addresses of **ALL** tenants occupying said rental units, and also to provide the Borough with any change in tenants as they occur. A complete copy of the ordinance is available from the Borough Secretary.

Note: Please use a separate form for each rental unit. This form may be copied.

Landlord Information

Name of landlord: _____

Address of landlord: _____

_____ Phone # _____ Email _____

Address of rental unit: _____
(Include apartment number where applicable)

Former Tenant Information
(Changes must be reported within 10 days of change)

Name(s) of former occupant(s) _____
(Including minors)

Forwarding address: _____

Date occupancy terminated: _____

New Tenant Information
(ALL Changes (IN OR OUT) must be reported within 10 days of change)

IT IS IMPORTANT THAT YOU PROVIDE THE NAMES OF **EVERYONE** LIVING IN THE UNIT,
Please see that **YOUR LEASE FORM** includes this information.

Name(s) of all adult occupant(s) 1. _____

2. _____ 3. _____

4. _____ 5. _____

First and last names of all minors: 1. _____

2. _____ 3. _____

4. _____ 5. _____

6. _____ 7. _____

Mailing address of new tenant: _____ PO Box _____

Phone number: _____ Date of occupancy: _____

Signature of landlord: _____ Date: _____

Send to: Elizabethville Borough Secretary - PO Box 578 - Elizabethville, PA 17023 OR Fax to: (717)362-4196