***Residential Rental Properties***

Tenant Changes/Updates

Ordinance Number 741 requires that the OWNER or designated MANAGER maintain a current list of ALL OCCUPANTS age eighteen (18) or older in each Residential Rental Unit. The information shall include their name, address and telephone number. THE ORDINANCE STATES THAT THE BOROUGH MUST BE NOTIFIED WITHIN THIRTY (30) DAYS OF A CHANGE IN THE NUMBER OR NAMES OF OCCUPANTS. No more than three (3) unrelated persons may occupy a Rental Unit. Please use this form to provide the required information. Thank you.

PROPERTY ADDRESS: ____________________________________________

APARTMENT/UNIT NUMBER: ___________________ SINGLE FAMILY: ________

PROPERTY OWNER: ________________________________________________

TOTAL NUMBER OF OCCUPANTS IN UNIT (Including Children) ______________________________

LIST OF OCCUPANT:

NAME: ___________________________ PHONE NUMBER: ________________________

NAME: ___________________________ PHONE NUMBER: ________________________

NAME: ___________________________ PHONE NUMBER: ________________________

NAME: ___________________________ PHONE NUMBER: ________________________

NAME: ___________________________ PHONE NUMBER: ________________________

NAME: ___________________________ PHONE NUMBER: ________________________

ADDITIONAL INFORMATION: ____________________________________________

By signing below I verify that subject to the penalties of 18 Pa. C.S. Section 4904, relating to unsworn falsification to authorities, that the above information is accurate.

SIGNATURE OF OWNER/MANAGER: ___________________________ DATE: _______________