

**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.

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**Landlord Information**

Name of landlord: \_\_\_\_\_

Address of landlord: \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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

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**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: \_\_\_\_\_

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**New Tenant Information**

**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: \_\_\_\_\_

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Signature of landlord: \_\_\_\_\_ Date: \_\_\_\_\_

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