



# NEW TENANT LIST FOR LANDLORDS

When signing the rental agreement with your new tenant, please also do the following:

TASK	DUE DATE	DONE	INITIALS
Advise the Tenant that they will live in Franklinton Borough, there is no door to door mail delivery. Advise if they can use a rural route mailing address or if they need to rent a Post Office Box to receive mail. If possible, have them do this prior to the lease signing so the information is available at that time. Provide them with the Post Office forms.	Prior to Lease Signing		
Complete the <b>Occupancy Permit</b> while the tenant is there. It is essential to include their contact information: Mailing Address, Phone Number and email.	At lease signing		
Have the tenant complete the <b>YATB New resident form</b> so it can be returned to the Borough with the Occupancy Permit	At lease signing		
Explain the importance of the tenant obtaining rental insurance to cover their personal belongings.	At lease signing		
Provide the new tenant with the form for their employer.	At lease signing		
If the tenant is responsible for any trash, water or sewer bills please explain the following:	At lease signing		
<ul style="list-style-type: none"> <li>- Franklinton Borough office is at 116 S. Baltimore St. Franklinton.</li> </ul>	At lease signing		
<ul style="list-style-type: none"> <li>- Trash – Billed by Borough – Give pickup info.</li> </ul>	At lease signing		
<ul style="list-style-type: none"> <li>- Water- Billed by Franklinton Borough Municipal Authority. Same office as Borough.</li> </ul>	At lease signing		
<ul style="list-style-type: none"> <li>- Dillsburg Area Authority bills the sewer only.</li> </ul>	At lease signing		
Advise the Tenant if they are responsible for the maintenance of the lawn and/or snow removal	At lease signing		