

# VILLAGE OF MALVERN TENANT REGISTRATION FORM

181.201 Requirement of owners of rental or leased property to provide information regarding tenants.

(A) On or before **July 1<sup>st</sup> of each year**, all property owners who rent to tenants of residential, commercial, or industrial premises, shall file a form including the name(s), address, occupied date, and phone number (if available) of each tenant. The form shall also include any such tenants who have vacated the property in the preceding twelve (12) month period and must include the date vacated and any forwarding address.

**Name of Property Owner/Leasing Co:** \_\_\_\_\_  
**Total Number of Units:** \_\_\_\_\_  
**SSN/FID:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Name of Contact Person:** \_\_\_\_\_  
**Phone/E-Mail:** \_\_\_\_\_

### TENANT(S)

Name(s)	Rental Address Include Suite or Apt#	Phone Number/ Email Address	Move In Date	Move Out Date	Forwarding Address

*(Please list additional tenants on the back of this sheet)*

**“I certify I have examined this form and the tenant information it contains and to the best of my knowledge, I believe it is true, correct and complete.”**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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