LANDLORD-TENANT NOTIFICATION FORM

Ordinance No. 310

1915 Old Trail Road | Etters, PA 17319
717-938-6992 | www.NewberryTwp.com

Complete within five (5) days of any tenant change

PROPERTY OWNER AND RENTAL PROPERTY INFORMATION

Property Owner / Responsible Party

Phone Number

Owner Mailing Address

City

State

ZIP Code

Rental Property Type

Commercial | Residential

Rental Property Street Address / Location

COMMERCIAL RENTAL INFORMATION

Business Name

Tenant(s) / Business Contact Name

Tenant Mailing Address

City

State

ZIP Code

Description of Business Use

Date Occupied (MM/DD/YYYY)

PREVIOUS TENANT INFORMATION

Previous Tenant(s) Name

New / Forwarding Address

City

State

ZIP Code

Phone Number

Date Vacated

RESIDENTIAL RENTAL INFORMATION

List ALL tenants age 18 or older. Attach an additional sheet if more space is needed.

Tenant #1

Current Tenant's Full Name

Address

City

State

ZIP Code

Phone Number

Tenant #2

Current Tenant's Full Name

Address

City

State

ZIP Code

Phone Number

Children Under Age 18

Date Occupied

IMPORTANT FILING REQUIREMENT

This form must be completed within five (5) days of any change to tenants in a rental property. Retain a copy for your records. Return the completed form to Newberry Township, 1915 Old Trail Road, Etters, PA 17319. Questions: 717-938-6992.