

Newberry Township Landlord-Tenants Notification Form



Ordinance 310

Property Owner: _____
Address: _____
City, State, Zip: _____
Phone number: _____
Property Location: _____

If **commercial** rental property:

Business name: _____
Tenant(s) Name: _____
Tenant(s) Address: _____
City, State, Zip: _____
Description of Usage: _____
Date Occupied: _____

If **residential** rental property:

Please list **ALL** Tenants over the age of **18**. If more space is needed, please attach an additional sheet of paper.

Tenant #1

Current Tenant's name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____

Tenant #2

Current Tenant's name: _____
Address: _____
City, State, Zip: _____
Phone Number: _____
Total number of children (under 18) residing at rental property: _____
Date Occupied: _____

Previous Tenant Information:

Previous Tenant(s) Name: _____
New Address: _____
City, State, Zip: _____
Phone Number: _____
Date Vacated: _____

This form must be completed within five (5) days of any change to tenants in your rental property. Please retain a copy for your records. Any questions should be directed to the Township Manager at 717 - 938 - 6992.

