

## LANDLORD/TENANT REPORT

NOTE: A separate report must be completed for each unit and is to be used for both occupancy and vacancy of premises.

### Property Owner/Landlord Information

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Other Phone \_\_\_\_\_

Email Address: \_\_\_\_\_

### Tenant Information

Dwelling unit is a (Check One)    House    Apartment    Room

Please check if you would like your tenant to receive a copy of the water/sewer invoice **NOTE: Single units only**

Address of Property \_\_\_\_\_

Apartment or Room # \_\_\_\_\_

Phone Number \_\_\_\_\_ Other Phone \_\_\_\_\_

Last Name

First Name

Adult Occupant/Tenant #1 \_\_\_\_\_

Adult Occupant/Tenant #2 \_\_\_\_\_

Age (needed for children only)

Child/Occupant/Tenant #1 \_\_\_\_\_

Child/Occupant/Tenant #2 \_\_\_\_\_

Child/Occupant/Tenant #3 \_\_\_\_\_

Date of Occupancy \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

### Business/Commercial Tenant Information

Name of Business \_\_\_\_\_

Description of Business \_\_\_\_\_

Name of Tenant/Business Owner \_\_\_\_\_

Phone Number \_\_\_\_\_ Other Phone \_\_\_\_\_

### NOTE:

- Please include Five Dollars (\$5.00) administrative filing fee, payable to "Borough of Steelton" for each report.
- You are required to notify the Borough of Steelton within thirty (30) days of any changes that occur at this property.

\_\_\_\_\_  
Signature of Property Owner/Landlord

\_\_\_\_\_  
Date Signed