

## **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 (MUST COMPLETE USING LEGAL NAME)**

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

LLC Name (if applicable) \_\_\_\_\_

Home Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

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### **Property Management Company Information (if applicable)**

Property Management Company \_\_\_\_\_

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

Contact Person Name \_\_\_\_\_

Contact Person Direct Phone Number \_\_\_\_\_

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### **Tenant Information**

Dwelling unit is a (Check One)    House    Apartment    Room    Business

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

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

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

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

**Last Name**

**First Name**    Age (needed for children only)

Tenant #1 \_\_\_\_\_

Tenant #2 \_\_\_\_\_

Tenant #3 \_\_\_\_\_

Tenant #4 \_\_\_\_\_

Tenant #5 \_\_\_\_\_

Tenant #6 \_\_\_\_\_

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### **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