

2021 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 (required) _____

Mailing Address OR Property Management Company Information (if applicable)

Property Management Company _____

Mailing Address _____

Contact Person Name _____ Direct Phone Number _____

Contact's Email _____

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 _____ Date Occupied _____ Date Vacated _____

First Name

Last Name Age (needed for children only)

Tenant #1 _____

Tenant #2 _____

Tenant #3 _____

Tenant #4 _____

Tenant #5 _____

Tenant #6 _____

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