

Borough Code § 11-101 Lessor to File List of Tenants [Ord. 1187, 4/9/1974,] requires that each lessor return this completed form listing the tenants of each unit as of July 1 of that year. Additionally, this form shall be completed and returned any time a tenant changes.

Tenant and Landlord Information Form

Property Information:

Property Address: _____

Unit(s) #: _____ Parcel #: _____

Single Family

Hotel/Motel

Duplex

Rooming House

Multi-Family

Shelter

A separate form must be completed for each property.

Number of Dwelling Units: _____

Are any of the units in the structure

Number of Rooming Units: _____

occupied by the owner?: _____ Y/N

Definitions: *Dwelling Unit: A room or group of rooms located within a dwelling and forming a single habitable unit with facilities which are used or intended to be used for living, sleeping, cooking and eating. Rooming Unit: Any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping but not for cooking or eating purposes.*

Ownership Information:

Legal Name of Owner: _____

Principal/Officer: _____

Address: _____

Primary Contact: _____

General Phone#: _____ Cell: _____ Email: _____

Emergency Phone#: _____ Cell: _____ Email: _____

Party Responsible for Maintenance and Management:

Property Manager: _____

Primary Contact: _____

Address: _____

General Phone#: _____ Cell: _____ Email: _____

Emergency Phone#: _____ Cell: _____ Email: _____

Tenant Name	Unit/Apt. #	Lease Start	Lease End	Total Occupants