



Tenant Vacancy Notification Form

Return Form To: **Borough of Pennsbury Village**

1043 Pennsbury Blvd.
Pittsburgh, PA 15205
412-279-7876

www.pennsburyvillageboro.com

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This form is required to be filed with the Borough of Pennsbury Village whenever you are notified by your tenant(s) that they intend to not renew or break their lease and move out of your rental property. Forms are available on the Borough's website and may be filed on-line at the website. Go to www.pennsburyvillageboro.com for more information.

Landlord's Information

Your Name: _____

Your Street Address: _____

Your City: _____

Your State: _____ Your Zip Code: _____

Your Day Phone #: _____ Your Evening Phone #: _____

Email Address: _____

Purpose: New Vacancy Updated Information (Please Check One)

Property Information

Complete this section for information about your rental property.

House Number: _____ Pennsbury Street Name: _____

Number of Occupants: _____ (Enter total number of persons moving from your property)

Vacancy Start Date: _____

Leaseholder Forwarding Information

Complete this section for the primary leaseholder of your property

Leaseholder's Name: _____

New Street Address: _____

New City: _____

New State: _____ New Zip Code: _____

New Day Phone #: _____ New Evening Phone #: _____

(New) Cell Phone #: _____ (New) Email Address: _____

Leaseholder's Residency Status: Was an Occupant of Your Property Was Not An Occupant

Occupant #A Forwarding Information

Complete this section for each additional tenant that resided at this address.

Resident's Name: _____

Forwarding Status: ____ Same Forwarding Address As Leaseholder ____ Different Forwarding Address

New Street Address: _____

New City: _____

New State: _____ New Zip Code: _____

New Day Phone #: _____ New Evening Phone #: _____

(New) Cell Phone #: _____ (New) Email Address: _____

Occupant #B Forwarding Information

Complete this section for each additional tenant that resided at this address.

Resident's Name: _____

Forwarding Status: ____ Same Forwarding Address As Leaseholder ____ Different Forwarding Address

New Street Address: _____

New City: _____

New State: _____ New Zip Code: _____

New Day Phone #: _____ New Evening Phone #: _____

(New) Cell Phone #: _____ (New) Email Address: _____

Occupant #C Forwarding Information

Complete this section for each additional tenant that resided at this address.

Resident's Name: _____

Forwarding Status: ____ Same Forwarding Address As Leaseholder ____ Different Forwarding Address

New Street Address: _____

New City: _____

New State: _____ New Zip Code: _____

New Day Phone #: _____ New Evening Phone #: _____

(New) Cell Phone #: _____ (New) Email Address: _____

Occupant #D Forwarding Information

Complete this section for each additional tenant that resided at this address.

Resident's Name: _____

Forwarding Status: ____ Same Forwarding Address As Leaseholder ____ Different Forwarding Address

New Street Address: _____

New City: _____

New State: _____ New Zip Code: _____

New Day Phone #: _____ New Evening Phone #: _____

(New) Cell Phone #: _____ (New) Email Address: _____

Occupant #E Forwarding Information

Complete this section for each additional tenant that resided at this address.

Resident's Name: _____

Forwarding Status: ____ Same Forwarding Address As Leaseholder ____ Different Forwarding Address

New Street Address: _____

New City: _____

New State: _____ New Zip Code: _____

New Day Phone #: _____ New Evening Phone #: _____

(New) Cell Phone #: _____ (New) Email Address: _____

Certification

*By signing my name below, I hereby certify to the best of my knowledge,
the correctness of the information I am submitting.*

Signature: _____ Date: _____