

# Vacant Rental Property Worksheet

## Landlord Information

Your Name:	
Your Street Address:	
Your City:	
Your State:	
Your Zip Code:	
Your Day Phone #:	
Your Evening Phone #:	
Your Email Address:	
Report Reason:	New Registration or Updated Information

## Property Information

House Number:	
Street:	
Number of Occupants:	0 1 2 3 4 5 6
Vacancy Start Date:	Month: Day: Year:

## Leaseholder and Tenant Forwarding Information

Leaseholder Name:	
New Street Address:	
New City:	
New State:	
New Zip Code:	
New Day Phone #:	
New Evening Phone #:	
Cell Phone #:	
Email Address:	

### Occupant #A Forwarding Information

<b>Tenant Name:</b>	
<b>Forwarding Status:</b>	Same As Leaseholder      Different Forwarding Address      (If different, enter the new address)
<b>New Street Address:</b>	
<b>New City:</b>	
<b>New State:</b>	
<b>New Zip Code:</b>	
<b>New Day Phone #:</b>	
<b>New Evening Phone #:</b>	
<b>Cell Phone #:</b>	
<b>Email Address:</b>	

### Occupant #B Forwarding Information

<b>Tenant Name:</b>	
<b>Forwarding Status:</b>	Same As Leaseholder      Different Forwarding Address      (If different, enter the new address)
<b>New Street Address:</b>	
<b>New City:</b>	
<b>New State:</b>	
<b>New Zip Code:</b>	
<b>New Day Phone #:</b>	
<b>New Evening Phone #:</b>	
<b>Cell Phone #:</b>	
<b>Email Address:</b>	

### Occupant #C Forwarding Information

<b>Tenant Name:</b>	
<b>Forwarding Status:</b>	Same As Leaseholder      Different Forwarding Address      (If different, enter the new address)
<b>New Street Address:</b>	
<b>New City:</b>	
<b>New State:</b>	
<b>New Zip Code:</b>	
<b>New Day Phone #:</b>	
<b>New Evening Phone #:</b>	
<b>Cell Phone #:</b>	
<b>Email Address:</b>	

### Occupant #D Forwarding Information

<b>Tenant Name:</b>	
<b>Forwarding Status:</b>	Same As Leaseholder      Different Forwarding Address      (If different, enter the new address)
<b>New Street Address:</b>	
<b>New City:</b>	
<b>New State:</b>	
<b>New Zip Code:</b>	
<b>New Day Phone #:</b>	
<b>New Evening Phone #:</b>	
<b>Cell Phone #:</b>	
<b>Email Address:</b>	

### Occupant #E Forwarding Information

<b>Tenant Name:</b>	
<b>Forwarding Status:</b>	Same As Leaseholder      Different Forwarding Address      (If different, enter the new address)
<b>New Street Address:</b>	
<b>New City:</b>	
<b>New State:</b>	
<b>New Zip Code:</b>	
<b>New Day Phone #:</b>	
<b>New Evening Phone #:</b>	
<b>Cell Phone #:</b>	
<b>Email Address:</b>	

## Helpful Hints

All title in **Black** must be answered or you will not be able to successfully submit a form over the internet.

All items in **GREEN** are multiple choice items that you will circle here but click on from a drop-down box on the website.

All items in **Blue** do not require an answer as they may not be a valid question. We would appreciate the information if you are able to provide it.

The Digital Signature at the end of the form will legally be the same as signing a paper form by hand.

The Borough's website is optimized to perform best with Microsoft's Internet Explorer.

If you have any questions about the forms, please email the Borough using the Contact Us messaging system on our website.

If you would rather use the paper forms, you may download them from the website or call the Borough Office at 412-279-7876 to request them.