

# LANDLORD REPORT FORM

## SUBMISSION REQUIRED UNDER MILLERSBURG BOROUGH ORDINANCE NO. 2-05

Millersburg Borough Ordinance No. 2-05 requires that all landlord/property owners who lease/rent any property within the Borough of Millersburg provide to the Borough the address of such rental or leased property and the names and other information as required on this form of the tenants of such rented or leased units. **All reports required under Ordinance No. 2-05 shall be made within ten (10) days of a change of occupancy, including a vacancy. Type N/A if section(s) 3, 4, or 5 is/are not applicable.**

**A SEPARATE FORM MUST BE SUBMITTED FOR EACH RENTAL OR LEASED UNIT.**

1. LANDLORD / OWNER INFORMATION			
PROPERTY OWNER(S) NAME	STREET ADDRESS	CITY STATE ZIP	AC/PHONE NO.

  

2. ADDRESS OF RENTAL / LEASED UNIT	
HOUSE NUMBER AND STREET	APARTMENT NUMBER

  

3. NEW TENANT INFORMATION LIST ADULTS OVER AGE OF 18. LIST ADDITIONAL TENANTS ON SEPARATE FORM.		
LAST NAME, FIRST MI	DATE OF BIRTH	AC/PHONE NO.

  

4. TENANT(S) VACATING LIST ADULTS OVER AGE OF 18. LIST ADDITIONAL TENANTS ON SEPARATE FORM.		
LAST NAME, FIRST MI	DATE OF BIRTH	NEW ADDRESS

  

5. NUMBER OF CHILDREN UNDER 18 LIVING AT THIS ADDRESS (INDICATE EVEN IF ZERO)

The information requested above must be provided in full or the form will not be accepted. Any individual living at this address not listed on this form constitutes a violation of Ordinance No. 2-05 and the landlord/owner may be prosecuted.

**I attest that the above information is true and correct to the best of my knowledge.**

\_\_\_\_\_  
**Landlord/Owner Signature**

\_\_\_\_\_  
**Date**

Send completed form to: **Millersburg Borough Office, Attn: Borough Secretary, 101 West Street, Millersburg, PA 17061 or email to [mbgsec@comcast.net](mailto:mbgsec@comcast.net)**

This information will be shared with the Millersburg School District Business Office and the Millersburg Borough Police Department.