



MOUNT JOY BOROUGH CHANGE OF RENTAL TENANT

PER MOUNT JOY BOROUGH ORDINANCE 195, SECTION 901.1 AND 901.3: PROPERTY OWNERS (OR PROPERLY APPOINTED MANAGERS) SHALL REPORT TO THE BROOUGH CODES DEPARTMENT CHANGE OF TENANT/OCCUPANTS IN RENTAL UNITS WITHIN 30 DAYS OF THE CHANGE TAKING PLACE. THIS INCLUDES VACANCIES

THE FOLLOWING INFORMATION IS REQUIRED BY ORDINANCE AND SHALL BE PROVIDED ON THIS FORM WHEN SUBMITTING A CHANGE OF TENAT/OCCUPANT: PROPERTY ADDRESS, NAME(S), PHONE NUMBER(S), AND EMAIL FOR ALL TENANTS/OCCUPANTS OVER EIGHTEEN (18) YEARS OF AGE. THE NUMBER OF MINOR AGED OCCUPANTS, DATE OF OCCUPANCY.

FAILURE TO PROVIDE THE INFORMATION LISTED AS "REQUIRED" ABOVE WILL RESULT IN THIS FORM BEING RETURNED FOR LACK OF THE REQUIRED INFORMATION / FAILURE TO COMPLETE AND SUBMIT THIS FORM WITHIN 30 DAYS OF A CHANGE SHALL CONSTITUTE A VIOLATION OF THE ORDINANCE AND COULD RESULT IN ENFORCEMENT ACTION UNDER CHAPTER 195, SECTION 106.3 AND 902.3

PROPERTY INFORMATION

RENTAL UNIT (PHYSICAL STREET ADDRESS AND ANY UNIT OR APARTMENT IDENTIFIER, SUCH AS 123 Main St, Apt A)

PROPERTY OWNER

PHONE

EMAIL

TENANT INFORMATION

TENANT (NAME(S) OF ALL TENANTS/OCCUPANTS OVER EIGHTEEN (18) YEARS OF AGE REQUIRED)

PHONE 1

PHONE 2

EMAIL

NUMBER OF MINOR
AGED OCCUPANTS

TOTAL NUMBER
OF OCCUPANTS

DATE OF
OCCUPANCY

WAS TENANT PROVIDED A COPY OF THE MOUNT
JOY BOROUGH TENANT DISCLOSURE? YES NO

WAS A WRITTEN RENTAL AGREEMENT
PROVIDED TO THE TENANT? YES NO

IF THE ANSWER TO EITHER QUESTION ABOVE IS "NO" A VIOLATION OF BOROUGH ORDINANCE EXISTS UNDER CHAPTER 195 SECTION 905.1 DUTIES OF OWNERS AND MANAGERS

SUBMISSION STATEMENT

PERSON COMPLETING FORM

PHONE

EMAIL

DATE FORM COMPLETED

INDICATE RELATIONSHIP TO PROPERTY

PROPERTY
OWNER

PROPERTY
MANAGER

SIGNATURE

BOROUGH USE: DATE FORM DATA ENTERED _____

PERSON ENTERING DATA _____