

BOROUGH OF EDDYSTONE
CHANGE OF TENANT NOTIFICATION FORM

Borough of Eddystone, 1300 E 12th Street, Eddystone, PA 19022

Owner(s) or designated managers of Residential Rental properties shall complete, submit, and obtain approval of this form, of any new or additional tenants during the calendar year. All units with new tenants require an inspection and \$100.00 inspection fee paid to the Borough of Eddystone prior to the occupancy of the unit.

Owner or Designated Manager Name: _____

(Information shall agree with the Residential Rental Operating License)

Phone # (Day) _____ **Phone # (Nights/Weekends)** _____

Eddystone Property Address: _____

Apartment/Unit # _____ **Location within Dwelling** (Example – 1st floor, Rear) _____

Accountable Tenant Information – First and Last name: _____

Tenant Email: _____ **Tenant Phone #** _____

Additional Tenants, provide names, ages under eighteen (18), and relationship- (Example = John Smith, 16, son)

Does Tenant receive HUD Section 8 Housing Assistance payments (Voucher)? Yes ___ No ___

If Yes – Provide a copy of the Voucher

Signature and Notary

The above name Owner/Manager does hereby attest that the property is used as and represented for residential rental and all above information is accurate and correct.

Print Name : _____)

Sworn to and subscribe before me this

_____ day of _____, _____

Signature of Owner / Manager

Notary Public

The above named Accountable Tenant does hereby attest that the above tenet information is correct.

Print Name : _____)

Sworn to and subscribed before me this

_____ day of _____, _____

Signature of Accountable Tenant

Notary Public

Appropriate Agent Approval (official use only)

Borough Agent Name _____ Approval Date _____