

BOROUGH OF EDDYSTONE
RESIDENTIAL RENTAL PROPERTY TENANT NOTIFICATION FORM
(FOR CONTINUED CERTIFICATE OF OCCUPANCY)
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, prior to the occupancy of any new or additional tenants.

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) _____

Rental Unit Description: Total square feet _____ Total number of rooms: _____
Number of kitchens _____ Number of baths: _____
Number of bedrooms _____ Yard (Y/N): Yes _____ No _____

Accountable Tenant Information – First and Last name: _____

Total number of individuals / family members occupying premises/unit: _____

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 _____