

**Landlord Report Form
Required Under Halifax Borough Ordinance 173**

The Halifax Borough Council has adopted an Ordinance requiring all landlords to provide the Borough with the addresses of all rental units and the names and addresses of the tenants occupying said rental units. Landlords are also required to provide the Borough with any changes in tenants as they occur. This form has been designed to assist the landlord in providing said information to the Borough. Failure to comply with this ordinance may result in fines and/or penalties. A complete copy of the Ordinance is available upon request from the Borough Secretary.

1. Name of Landlord: _____

Home Address of Landlord: _____

Home Telephone # of Landlord: _____

2. Address(es) of Rental Unit(s) Owned by Landlord: _____

3. Name and Address(es) of current tenants(all occupants age 18 and over) occupying rental units(if tenant has a P.O. box, please provide both P.O. box # and physical address):

(Please attach separate sheet if additional space is necessary)

4. The following portion of the form is to be used when there is a change of tenant(s) in an occupied rental unit.

A. Name of former tenant: _____

B. Forwarding address for former tenant: _____

C. Name of new tenant(all occupants age 18 and over): _____

D. Address of new tenant: _____

E. Date of occupancy of new tenant: _____

Date: _____ Landlord Signature: _____

Mail to:
Halifax Borough
126 Highland Lane
Halifax, PA 17032

(Please make copies for yourself, or you may request additional forms from the Borough Secretary)