



# ADAMS COUNTY TAX SERVICES DEPARTMENT

117 BALTIMORE ST., Rm 202

GETTYSBURG, PA 17325

PHONE: 717-337-9837 FAX: 717-337-5767 EMAIL: taxoffice@adamscounty.us

Owner Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Dear Property Owner:

Your township or borough has enacted a landlord/tenant agreement where all owners of rental properties must submit a list of names and addresses of all the occupants living at your rental property. You must also notify the Tax Services Department when you have occupancy changes at your property. This form is only used for updating county census information as required by law.

List the names, addresses (**including P.O. Boxes**), and phone numbers of all the occupants living at your rental property on the table below.

If your property is used as a part-time residence, hunting cabin or is currently vacant, please note this information below and we will update our records.

Please mail, fax or email (via scan or photo) the information as soon as possible. Thank you for your cooperation.

Sincerely,  
Tax Services Department

Property Address: \_\_\_\_\_

Township/Borough: \_\_\_\_\_

*Please list the names, addresses (including P.O. Boxes), and current phone numbers of the occupants at your rental property.*

Occupant(s)	P.O. Box	Street Address	Phone	Occupancy Date

Please note below anything you would like us to know about the property.

\_\_\_\_\_