

LANDLORD TENANT REPORT

Borough of New Oxford
124 North Peters Street
New Oxford PA 17350
Phone: (717)624-2188
Fax: (717)624-9661

In accordance with the terms of Ordinance No. 328 of the New Oxford Borough Code, this form must be filled out by all landlords of rental properties within the Borough of New Oxford. Further, said form must be periodically amended and updated to reflect any change in tenants. List all dwelling units and business units owned by you and located within the Borough of New Oxford whether occupied or not. Upon completion of this form please forward to the address listed above.

PLEASE PRINT

Property Owners Name: _____

Property Owners mailing address: _____

Property Owners phone #: () _____

RENTAL ADDRESS: _____

****please indicate apartment number and/or floor****

Previous Tenant(s) name and address: _____

Date vacated: _____

CURRENT TENANT(S) NAME(S): _____

Current Tenants phone #: () _____

Date occupied: _____

**PLEASE LIST ANY OTHER OCCUPANTS ON THE BACK.
THIS FORM MUST BE COMPLETED WITHIN 10 DAYS OF THE NEW TENANT OCCUPANCY.
PLEASE RETURN TO THE ADDRESS ABOVE SO TAX RECORDS MAY BE CHANGED
ACCORDINGLY.
THANK YOU FOR YOUR COOPERATION.**

OWNER'S SIGNATURE: _____

DATE: _____