

2025 LANDLORD/TENANT REPORT

NOTE: A separate report must be completed for each unit and is to be used for BOTH occupancy and vacancy of premises.

All applicable information must be completed on this form or the form will not be accepted.

Property Owner/Landlord Information (MUST COMPLETE USING LEGAL NAME)

Last Name _____ First Name _____

LLC Name (if applicable) _____

Home Address _____

Phone Number _____ Email (required) _____

Mailing Address OR Property Management Company Information (if applicable)

Property Management Company _____

Mailing Address _____

Contact Person Name _____ Direct Phone Number _____

Contact's Email _____

Tenant Information

Dwelling unit is a (Check One) ☐ House ☐ Apartment ☐ Room ☐ Business

☐ Please check if you would like your tenant to receive a copy of the sewer invoice **NOTE: Single units only**

Address of Property _____

Apartment or Room # _____

Phone Number _____ Date Occupied _____ Date Vacated _____

First Name

Last Name Age (needed for children only)

Tenant #1 _____

Tenant #2 _____

Tenant #3 _____

Tenant #4 _____

Tenant #5 _____

Tenant #6 _____

NOTE:

- **Please include Fifteen Dollar (\$15.00) administrative filing fee, payable to "Borough of Steelton" for each report.**
- **You are required to notify the Borough of Steelton within thirty (30) days of ANY changes that occur at this property.**

Signature of Property Owner/Landlord

Date Signed