

RENTER INFORMATION FORM

If you are the owner of a rental property or a renter of a property in Franklin Park Borough, you are required to inform the Borough with all tenant information. In accordance with Ordinance 96-71, landlords are required to keep Borough records up to date with information regarding tenants or occupants whether rent is being collected or not. You are required to report any changes in tenants or occupants within thirty (30) days of the change. Report any changes in tenants or occupants to Mary Ross at 412-364-4115, Ext. 301 or by email at mross@franklinparkborough.us.

Owner of Property: _____

Owner's Mailing Address: _____

The property listed below is currently rented/occupied by:

Rental Property Address _____

Occupant(s) of Property* _____

Date of Occupancy _____

2nd Rental Property Address _____

Occupant(s) of Property* _____

Date of Occupancy _____

***All adults over 18 years of age must be listed.**

If the property is **not** currently occupied, check the status below:

	Prop. #1	Prop. #2	
PROPERTY IS FOR SALE	_____	_____	
PROPERTY IS VACANT	_____	_____	As of: _____
PROPERTY IS A BUSINESS	_____	_____	Business Name: _____
OTHER (PLEASE EXPLAIN)	_____	_____	Explain: _____