

**MASONTOWN BOROUGH  
1 EAST CHURCH AVENUE  
MASONTOWN, PA 15461  
724-583-7731**

**TENANT CHANGE FORM**

**A SEPARATE FORM IS NEEDED FOR EACH BUILDING**

**PROPERTY LOCATION (Physical Address of the property you are adding or removing a tenant):**

Property Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address: Masontown, PA 15461 \_\_\_\_\_

Unit Number if there are multiple units per building: \_\_\_\_\_

To add a tenant, please fill out all the information below and the tenant address is to be filled out with their previous address and the date moved is the date that the tenant moved into the premises. The addition or deletion of the tenant is to be filled in as an Addition.

To delete a tenant, please fill out the name and date of birth and the date moved as the date the tenant left the premises. The address is to be filled out with a forwarding address if you have one. The addition or deletion of the tenant is to be filled in as a Deletion.

If more than 6 changes to one unit, please copy the back of this form and submit together.

Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Employer Address: \_\_\_\_\_

\_\_\_\_\_

Current Phone: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

DOB: \_\_\_\_\_ Date Moved: \_\_\_\_\_ Addition or Deletion of Tenant: \_\_\_\_\_

Name: \_\_\_\_\_ Employer: \_\_\_\_\_

Address: \_\_\_\_\_ Employer Address: \_\_\_\_\_

\_\_\_\_\_

Current Phone: \_\_\_\_\_ Employer Phone: \_\_\_\_\_

DOB: \_\_\_\_\_ Date Moved: \_\_\_\_\_ Addition or Deletion of Tenant: \_\_\_\_\_

Name: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Employer Address: \_\_\_\_\_  
\_\_\_\_\_

Current Phone: \_\_\_\_\_

Employer Phone: \_\_\_\_\_

DOB: \_\_\_\_\_ Date Moved: \_\_\_\_\_

Addition or Deletion of Tenant: \_\_\_\_\_

Name: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Employer Address: \_\_\_\_\_  
\_\_\_\_\_

Current Phone: \_\_\_\_\_

Employer Phone: \_\_\_\_\_

DOB: \_\_\_\_\_ Date Moved: \_\_\_\_\_

Addition or Deletion of Tenant: \_\_\_\_\_

Name: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Employer Address: \_\_\_\_\_  
\_\_\_\_\_

Current Phone: \_\_\_\_\_

Employer Phone: \_\_\_\_\_

DOB: \_\_\_\_\_ Date Moved: \_\_\_\_\_

Addition or Deletion of Tenant: \_\_\_\_\_

Name: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Employer Address: \_\_\_\_\_  
\_\_\_\_\_

Current Phone: \_\_\_\_\_

Employer Phone: \_\_\_\_\_

DOB: \_\_\_\_\_ Date Moved: \_\_\_\_\_

Addition or Deletion of Tenant: \_\_\_\_\_