



RENTER INFORMATION FORM

If you are the owner of a rental property in Franklin Park Borough, you are required to inform the Borough of the names of the occupants. In accordance with Ordinance 96-71, landlords, or renters, must keep Borough records up to date with information regarding tenants, whether rent is being collected or not. You are also obligated to report any changes in occupants within thirty (30) days of the move. Updates can be sent to Donna Platt at dplatt@franklinparkborough.us; calling 412-364-4115 ext. 301; or submit the *Renter Information Form* on our website. It can be found under the "How Do I ..." tab.

Owner of Property: _____

Mailing Address _____

Email Address: _____

Owner Phone: _____

The property listed below is currently rented/occupied by:

1st Rental Property Address _____

Occupant(s) of Property* _____

Date of Occupancy _____

2nd Rental Property Address _____

Occupant(s) of Property* _____

Date of Occupancy _____

***Only adults over 18 years of age should be listed.**

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

PROPERTY IS FOR SALE Prop. #1 Prop. #2
_____ _____

PROPERTY IS VACANT* _____ As of: _____ Reason: _____

PROPERTY IS A BUSINESS _____ Business Name: _____

OTHER (PLEASE EXPLAIN) _____ Explain: _____

*The Borough must be notified within 30 days of when the property is occupied along with the date and names of occupant(s).