

**Borough of Fairfield**  
**108 West Main Street, PO Box 263**  
**Fairfield, PA 17320**  
**717/642-5640**

### **Tenant Transition Registration**

The following information is required by Section 4-701 of the Fairfield Borough Ordinances  
It is to be submitted to the Borough office *within 10 days* of *any* change in tenancy.  
This form may be submitted via postal mail (PO Box 263, Fairfield, PA 17320), email -  
(borofairfieldpa@comcast.net) or FAX (717-642-5649).

Rental Property Address: \_\_\_\_\_ Apartment # \_\_\_\_\_

Owner or Agent: \_\_\_\_\_

Owner address: \_\_\_\_\_ Owner Phone: \_\_\_\_\_

Owner email: \_\_\_\_\_

Tenant (s) Leaving: _____
Effective Date _____
<b>Forwarding address:</b> _____
_____

**BE SURE TO INCLUDE THE NAMES OF ALL TENANTS OVER 18 YEARS OF AGE  
AS WELL AS HOUSEHOLD TELEPHONE NUMBER(S), EMAIL, AND MAILING ADDRESS.**

New tenant(s) as of _____ ( date) <b>Include all household members over the age of 18.</b>		
Name	Email	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>Mailing address</b> (if different from physical address) _____		

\_\_\_\_\_  
Signature of Owner or Agent

\_\_\_\_\_  
Date

<i>For Borough Use</i>
Database update: _____
Assessor update: _____