

Borough of Downingtown

4 West Lancaster Avenue

Downingtown, PA 19335

CHANGE OF TENANT FORM

To Be Submitted Upon A Change of Tenant Pursuant to Borough Code Chapter 222

Failure to submit this form in a timely fashion could result in punitive fines or suspension of rental privileges.

If you will need a final water and/or sewer bill in conjunction with this tenant change, please contact the Downingtown Municipal Water Authority at 610-269-5362 for a final meter reading.

Please write legibly. Illegible or incomplete forms will be returned to you.

RENTAL PROPERTY ADDRESS: _____ APARTMENT UNIT NUMBER: _____

OWNER'S NAME: _____ HOME PHONE: _____ CELL PHONE: _____

OWNER'S MAILING ADDRESS: _____

List the full first and last name for **ALL DEPARTING TENANTS for this unit.**

Departure Date	Last Name	First Name	Sex	Indicate "Adult" or "Minor"
			M F	
			M F	
			M F	
			M F	
			M F	
			M F	

List the full first and last name for **ALL NEW TENANTS for this unit.**

Arrival Date	Last Name	First Name	Sex	Indicate "Adult" or "Minor"
			M F	
			M F	
			M F	
			M F	
			M F	
			M F	

Dated: _____

Rental Property Owner's Signature: _____