



## **Landlord-Tenant Reporting Registration Form**

### **Landlord Information**

Complete Name of Owner(s)/Landlord: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_

---

### **Rental Property Information**

Address of Rental Property: \_\_\_\_\_

Type of Unit:

\_\_\_\_\_ Single Family Dwelling

\_\_\_\_\_ Duplex

\_\_\_\_\_ Multi Family Dwelling/Apartment Building - Number of Units: \_\_\_\_\_

\_\_\_\_\_ Commercial Building – Number of Units: \_\_\_\_\_

---

68 EAST PIKE STREET, CANONSBURG, PA 15317

PHONE (724) 745-1800 FAX (724) 745-8850



## Tenant Information

<u>Tenant Name:</u>	<u>Unit/Apt #:</u>	<u>Date Moved In:</u>	<u>Phone #:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

68 EAST PIKE STREET, CANONSBURG, PA 15317

PHONE (724) 745-1800 FAX (724) 745-8850



## Tenant Information (cont'd)

<u>Tenant Name:</u>	<u>Unit/Apt #:</u>	<u>Date Moved In:</u>	<u>Phone #:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

68 EAST PIKE STREET, CANONSBURG, PA 15317

PHONE (724) 745-1800    FAX (724) 745-8850



**Use additional sheet if necessary**  
**Forms MUST be filed on or before March 31, and September 30 of EACH YEAR**

**SECTION 2.**

**Any person owning any property with the Borough of Canonsburg which is rented to one or more persons for residential purposes who willfully or negligently fails to submit tenant lists as required by SECTION 1, above, shall be liable for, in addition to other penalties herein provided, such sums as would have been billed by the Borough if such tenant listed has been provided less any sums actually received from such tenants for the fiscal year for which the list was not provided.**

**(FROM BOROUGH ORDINANCE #1233 PASSED JUNE 11, 2001)**

**SECTION 3.**

**Any person who shall violate or fail, neglect, or refuse to comply with any of the provisions of this Ordinance, shall, upon conviction of a summary offense by a District Magistrate be fined not less than \$50.00 nor more than any losses incurred by the Borough as provided in SECTION 2, together with the costs of this action, and in default of payment thereof, be committed to the Washington County Jail for a period not exceeding thirty (30) days. Form to be obtained at the Canonsburg Borough Office. There MUST be a separate form for each building. FORM MAY BE COPIED.**

**By  
Landlord**

**68 EAST PIKE STREET, CANONSBURG, PA 15317**

**PHONE (724) 745-1800 FAX (724) 745-8850**