

FOR BOROUGH OFFICE USE ONLY – DO NOT WRITE IN THIS BLOCK

(Date)

(Property Account Number)

(License Number)

RENTAL PROPERTY TENANT CHANGE FORM

USE THIS FORM TO REPORT TENANTS WHO HAVE MOVED IN OR OUT OF YOUR PROPERTY. PLEASE TYPE OR PRINT CLEARLY AND LIST THE APARTMENT NUMBER FOR EACH TENANT. ALL ADULT OCCUPANTS MUST BE LISTED AND THE NUMBER OF CHILDREN LIVING IN THE UNIT(S). **PLEASE PRINT ALL INFORMATION NEATLY AND LEGIBLY.**

PROPERTY ADDRESS: _____

TENANT MOVE OUT REPORT - MOVE OUT DATE:

APARTMENT NUMBER	FIRST/MIDDLE/LAST NAME

TENANT MOVE IN REPORT - MOVE IN DATE:

APARTMENT NUMBER	FIRST/MIDDLE/LAST NAME

SIGNATURE OF LANDLORD/PROPERTY MANAGER

DATE

If you need additional space please use the back of this sheet. This form may be photocopied for future use.