

**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 \_\_\_\_\_

**Forwarding address:** \_\_\_\_\_

\_\_\_\_\_

**NEW TENANTS:** 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) **Include all household members over the age of 18.**

Name	Email	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Mailing address** (if different from physical address) \_\_\_\_\_

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

\_\_\_\_\_  
Date

*For Borough Use*

Database update: \_\_\_\_\_

Assessor update: \_\_\_\_\_