

**LANDLORD REPORTING FORM  
WEST MANHEIM TOWNSHIP**

2412 Baltimore Pike Hanover, PA 17331

Phone: 717-632-0320 Fax: 717-632-2499

Email: general@westmanheimtp.com Website: www.westmanheimtp.com

Please complete and return form to West Manheim Twp at the above address. Failure to do so may result in the imposition of fines or imprisonment consistent with Twp Ordinance 04-2006. A separate form must be complete for each property owned. Any changes in tenancy are to be reported within 30 days.

Property Address \_\_\_\_\_ Unit # \_\_\_\_\_ Tax Parcel No. (if known) \_\_\_\_\_

Description of Property:

\_\_\_\_\_

\_\_\_\_\_

Property Owner's Name \_\_\_\_\_ Owner's Address \_\_\_\_\_ Owner's Telephone No. \_\_\_\_\_ Email Address \_\_\_\_\_

Property Manager's Name (if applicable) \_\_\_\_\_ Manager's Address \_\_\_\_\_ Manager's Telephone No. \_\_\_\_\_

Type of Report for this Property (*please check one*):

New  Update

Type of Tenant for this Property (*please check one*):

Residential  Business

Please list all tenants utilizing the above Property address:

*(If rental property is currently vacant, indicate by writing "Vacant" in lieu of name and note date vacancy began)*

Name of Tenant (and business name if applicable)	Date of Tenancy	Phone Number	Email Address

Form Completed By (if other than owner listed above): \_\_\_\_\_

**I certify that the above information is correct and true to the best of my knowledge.**

**Preparer Signature** \_\_\_\_\_ **Date** \_\_\_\_\_