



558 South Ogontz Street
 York, PA 17403-5709
 Phone 717-848-2858
 FAX 717-854-8257

OFFICE USE ONLY	
TAX PARCEL ID#	48-000-
WARD #	OCCUPANCY ID # R-
License #	R-

TENANT CHANGE NOTIFICATION FOR RESIDENTIAL RENTAL UNIT

OWNER INFORMATION	
NAME	
ADDRESS	
CITY/STATE/ZIP	
PHONE	E-MAIL ADDRESS
Property owner is required to designate a local point of contact if the owner resides more than twenty (20) miles from the Township municipal limits. The point of contact is to have the authority to act on behalf of the owner.	
CONTACT INFORMATION	
NAME	
ADDRESS	
CITY/STATE/ZIP	
PHONE	E-MAIL ADDRESS
RENTAL PROPERTY/UNIT INFORMATION – You must file a separate application for each unit	
RENTAL PROPERTY/UNIT	
TYPE OF UNIT (apartment, townhouse, single family dwelling)	
PREVIOUS TENANT(S) AND MOVE-OUT DATES:	
NEW/CURRENT TENANT(S) AND MOVE-IN DATES:	
NEW TENANT INSPECTION FEE \$80.00 PER UNIT. CASH (EXACT), CHECK OR MONEY ORDER. PLEASE MAKE CHECK OR MONEY ORDER PAYABLE TO SPRING GARDEN TOWNSHIP.	DATE PAID

I certify that all the information provided in this form is accurate and up-to-date as of the submission of this form.

OWNERS SIGNATURE _____ DATE _____

Failure to comply with any rental property ordinance within Spring Garden Township is subject to the following fines and penalties. (Ordinance No. 2008-08)
Any owner or occupant or other person in charge of a rental property who has received notice of a violation of this chapter and fails to take the necessary corrective action shall, upon conviction thereof, be sentenced to pay a fine of not less than fifty dollars (\$50.00) nor more than one thousand dollars (\$1,000.00) together with the costs of prosecution and, in default thereof, be sentenced to imprisonment in the York County Prison for a period of not more than thirty (30) days. Each day of continued violation shall constitute a separate offense.