



## SPRING GARDEN TOWNSHIP

ADMINISTRATION • 340 TRI HILL ROAD, SUITE A

YORK, PA 17403-5709

PHONE NUMBER: 717.848.2858

### Tenant Change Notification for Residential Rental Unit

OWNER INFORMATION (Please Print)		
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 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 ADDRESS		
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 **\$85 per unit** – cash (exact change), check, or money order.  
Check payable to Spring Garden Township.

Date Paid:

Email [codes@sgtwp.org](mailto:codes@sgtwp.org) to schedule the bi-annual residential rental inspection if not inspected last year.

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

Owner's 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 failed to timely license said rental property or received notice of a violation and failed 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 30 days. Each day of continued violation shall constitute a separate offense.