

**MOSCOW BOROUGH  
TENANT REGISTRATION FORM**

Each unit must have its own individual address which shall be visibly displayed on or near the door. If you are not sure that all units have been assigned individual addresses please contact the Borough Office at 570-842-1699.

While Ordinance #191-2006 only requires that you provide updated lists twice a year we would appreciate it if you would advise the Borough Office whenever you get a new tenant.

A completed form for each unit is due in the Borough Office on or before March 31<sup>st</sup> and September 30<sup>th</sup> of each year.

|  |  |
|--|--|
| <b>Property Owner/Landlord:</b>  |  |
| <b>Physical Address of Property:</b>   |  |
| <b>Telephone number of property owner/landlord:</b>  |  |
| <b>Name and number of local manager:</b>   |  |
| <b>Emergency contact person and telephone number (other than Property Owner/Landlord):</b> |  |
| <b>Total number of units at this location:</b>   |  |

|  |  |
|--|--|
| <b>Address of apartment/home including any Post Office Box numbers (state whether upstairs or downstairs, left or right, front or back):</b> |  |
| <b>Name of Lessee:</b>   |  |
| <b>Telephone number of Lessee:</b>   |  |
| <b>Residency at this location started on:</b>  |  |
| <b>Actual number of occupants per unit:</b>  |  |
| <b>Names of all occupants 18 years of age or older:</b>  |  |

|  |  |
|--|--|
| <b>Address of apartment/home including any Post Office Box numbers (state whether upstairs or downstairs, left or right, front or back):</b> |  |
| <b>Name of Lessee:</b>   |  |
| <b>Telephone number of Lessee:</b>   |  |
| <b>Residency at this location started on:</b>  |  |
| <b>Actual number of occupants per unit:</b>  |  |
| <b>Names of all occupants 18 years of age or older:</b>  |  |

**This form may be copied or additional forms may be obtained from the Borough Office.**