



Schwenksville Borough
140 Main Street, Schwenksville, PA 19473
Phone: 610-287-7442 Fax: 610-287-8098
Email: Info@schwenksville-pa.org web: www.schwenksville-pa.org

Notice of Change of Tenancy

Rental Property Address: _____

Name of Owner: _____

Address of Owner _____

Tel. of Owner: _____ Owner Email: _____

Contact if different from owner: _____

Contact Tel: _____ Contact Email: _____

Date of Report: _____

Name(s) of Former Lessee	Apartment Unit #	Date Tenant Moved Out

Name of New Tenant(s)	Apartment Unit #	Date Tenant Moved In	Date of U&O Inspection

Do any of the occupants wish to register with the Emergency Management Coordinator for needing Special Accommodations during an evacuation or an emergency event? Yes No

To the Owner/Manager: The foregoing information is required under Chapter 124 of the Schwenksville Borough Codified Code, as amended. Completion of this form is required when a new Tenant moves in between March 16th and February 28th of any year and is required within 15 days of a change in tenancy. **Prior to occupancy of a new tenant**, a U&O Inspection and Permit are required for all residential and commercial units; please complete the appropriate U&O Permit Application and remit with the current fee to Schwenksville Borough.