

**BOROUGH OF CANONSBURG
Landlord-Tenant Reporting Form**

Date: _____

Phone: _____

**Complete name of Owner/Owners
(Landlord)** _____

Address: _____

Type of Unit _____ **Single Dwelling** _____ **Duplex** _____ **Number of Units**
Multi Apt. _____

List of Tenants

Phone Number

- | | |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |

Use additional sheet if necessary.

Form Must Be Filed On Or Before March 31, and September 30 of Each Year.

SECTION 2. Any person owning any property within the Borough of Canonsburg which is rented to one or more persons for residential purposes who willfully or negligently fails to submit tenant lists as required by SECTION 1, above, shall be liable for, in addition to other penalties herein provided, such sums as would have been billed by the Borough if such tenant list had been provided less any sums actually received from such tenants for the fiscal year for which the list was not provided.

(FROM BOROUGH ORDINANCE # 1233 PASSED JUNE 11, 2001).

SECTION 3. Any person who shall violate or fail, neglect or refuse to comply with any of the provisions of this Ordinance, shall, upon conviction of a summary offense by a District Magistrate be fined not less than \$50.00 nor more than any losses incurred by the Borough as provided in SECTION 2, together with the costs of this action, and in default of payment thereof, be committed to the Washington County jail for a period not exceeding thirty (30) days.

Form to be obtained at Canonsburg Borough Office. There must be a separate form for each building. FORM MAY BE COPIED.

By _____
Landlord