

# Tenant Notification Form and User Instructions

**NOTE: This is an EDITABLE Adobe Reader Form**

This form is an Editable Adobe Reader  document and the required information should be typed directly into the form. **Please Note:** You are now able to **Save and E-mail** this Form after you Type in your information. You must use Adobe Reader version 7 or 8 to Save Form.

[Click Here to get the Latest Version of Adobe Reader](#)

## ----- Instructions -----

1. **FIRST:** You must use Adobe Reader  Latest version to Save Form
2. **TYPE:** All your information in the form fields
3. **PRINT:** This form when completed, if you wish to mail the form
4. **E-mail:** Save this form to your desktop when completed, then E-mail

E-mail Address: [mmoore@whitehallboro.org](mailto:mmoore@whitehallboro.org)

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## Helpful Hints for using Adobe Editable Forms:



- Use either the hand tool or the scroll bar on right side of browser window to move the page around to view all areas.



- Position the hand pointer inside a form field and click. The hand pointer will change to an I-beam pointer when entering editable field. Use the I-beam pointer to enter text, or use the arrow pointer to select a check box. If the cursor does not change from a hand pointer, no editable field exists.
- Press **TAB** to accept text entered and to go to the next field, or press **SHIFT+TAB** to accept text entered and return to previous field
- Clicking the space bar or using the mouse will place or remove a check mark
- **RETURN** takes you down another line in a multi-line field

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**IS THIS A CHANGE FROM LAST YEAR? YES: NO:**

**PART A: TENANT INFORMATION**

PROPERTY ADDRESS: APT. NO.:

TENANT NAME:

TELEPHONE NO.: SOCIAL SECURITY NO.:

LIST NAMES OF THE OTHER MEMBERS OF THE HOUSEHOLD BELOW:

FIRST	LAST	SOCIAL SECURITY NO.
FIRST	LAST	SOCIAL SECURITY NO.
FIRST	LAST	SOCIAL SECURITY NO.
FIRST	LAST	SOCIAL SECURITY NO.
FIRST	LAST	SOCIAL SECURITY NO.

**PART B: PROPERTY OWNER INFORMATION**

OWNER OF PROPERTY:

NUMBER OF UNITS:

OWNER'S ADDRESS:

TELEPHONE NO.: FAX NO.

RENTAL AGENT: TELEPHONE NO.

RESIDENT MANAGER: TELEPHONE NO.

PERSON FILING THIS FORM: Date

**\*This form to be filed annually with the Borough by January 31 and also when there are changes in occupancy (new tenant or additions to households of existing tenants).**