

NEWPORT BOROUGH  
LANDLORD REPORT FORM  
(SUBMISSION REQUIRED)

NOTE: Please use a separate form for each rental unit. This form may be copied, or you can pick up copies at the  
Newport Municipal Building, 231 Market Street, Newport, PA 17074.

LANDLORD INFORMATION

Name of Landlord \_\_\_\_\_  
Address of Landlord \_\_\_\_\_  
\_\_\_\_\_  
Telephone # \_\_\_\_\_  
Email Address \_\_\_\_\_  
Address of Rental Unit \_\_\_\_\_  
\_\_\_\_\_

FORMER TENANT  
(To Be Filed Within Ten Days of Departure)

Name(s) of Former Adult Occupant(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone # \_\_\_\_\_  
Forwarding Address \_\_\_\_\_  
\_\_\_\_\_  
Date Occupancy Terminated \_\_\_\_\_

NEW TENANT INFORMATION  
(To Be Filed Within Ten Days of Arrival)

Name(s) of New Adult Occupant(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone # \_\_\_\_\_  
Email Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
Date of Occupancy \_\_\_\_\_

LANDLORD SIGNATURE/DATE REQUIRED

Signature of Landlord \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*This form may be filed by mail, fax, email, or online submittal.

Website: <http://www.newportboro.com/>  
Fax: (717)567-3754  
Email: [codeenforcement@newportboro.com](mailto:codeenforcement@newportboro.com)  
Mail To:

Attn: Borough Secretary  
Newport Borough  
231 Market Street  
Newport, PA 17074