

**CHANGE IN TENANT  
OF RESIDENTIAL UNIT**

**Fee: \$75.00**

**HISTORIC BRISTOL BOROUGH  
LICENSES & INSPECTIONS**

250 Pond Street  
Bristol, PA 19007  
215-785-4501  
Fax: 215-788-5366

Date: \_\_\_\_\_

Residential Rental Address: \_\_\_\_\_  
\_\_\_\_\_

Unit # (if applicable): \_\_\_\_\_

Move In Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name(s) of New Tenant(s): \_\_\_\_\_  
\_\_\_\_\_

School Age Children Must be Listed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tenant's Phone #: \_\_\_\_\_ Tenant's E-Mail: \_\_\_\_\_

Owner/Property Manager Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**§ 11-105 Reports of Changes in Use or Occupancy.**

[Ord. 1193, 11/8/2004]

...Each and every landlord of property within the Borough of Bristol shall report to the Building Code Official on a report form to be supplied by the Building Code Official, any change in the use or occupancy of any dwelling unit owned by such landlord. The reported change shall include the name or names of new tenant of such dwelling unit, the date when such change was effected, and the forwarding address of the old tenant or tenants if known. A landlord of a hotel or inn house shall not be required to report a person as a "tenant". In the event that a dwelling unit was used or utilized by a tenant and then becomes vacant, this change shall also be reported to the Building Code Official. All reports required by this section shall be made within 10 days after a landlord has knowledge that such a unit has had a change in occupancy or has become vacant.