

# PROPERTY OWNER CONTACT INFORMATION FORM

Pennsylvania Act 29 of 2026 - 68 Pa.C.S. Chapter 25  
County Property Contact Information List

County: \_\_\_\_\_ Assessment/Parcel No.: \_\_\_\_\_

Instructions: Complete this form for real property subject to Act 29. Owner-occupant real property - property owned and occupied by an individual as that individual's principal residence and domicile - is exempt. For a covered property purchased after the Act becomes effective, required contact information must be submitted to the chief assessor within 30 days of purchase. Updated information must be provided within 30 days after a change.

A participant in Pennsylvania's Address Confidentiality Program under 23 Pa.C.S. § 6703 is not required to provide an actual address or have the actual address disclosed under Act 29.

## 1. PROPERTY INFORMATION

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

Municipality: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Date of Purchase/Transfer: \_\_\_\_\_

Deed/Instrument No. (if known): \_\_\_\_\_

Reason for Submission: ☐ New Purchase ☐ Updated Contact Information ☐ Municipal Code/Ordinance Citation ☐ Other  
Owner Type: ☐ Individual ☐ Business/Corporation/Partnership/Other Entity ☐ Limited Liability Company (LLC)

## 2. INDIVIDUAL OWNER - COMPLETE IF APPLICABLE

Owner Name: \_\_\_\_\_

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

City/State/ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

## 3. BUSINESS OWNER - COMPLETE IF APPLICABLE

Business Name: \_\_\_\_\_

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

City/State/ZIP: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Owner/Employee Email: \_\_\_\_\_

Name of Owner/Employee Associated with Email: \_\_\_\_\_

## 4. LIMITED LIABILITY COMPANY (LLC) - COMPLETE IF APPLICABLE

LLC Name: \_\_\_\_\_

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

City/State/ZIP: \_\_\_\_\_

Company Telephone: \_\_\_\_\_ Member/Manager Email: \_\_\_\_\_

Member/Manager Name (must have ownership interest or right in LLC): \_\_\_\_\_

**5. AUTHORIZED PROPERTY / CODE CONTACT - REQUIRED FOR BUSINESS OR LLC**

Provide an individual, representative or employee who has the authority and ability to repair, maintain or otherwise remedy a problem or municipal code violation for the real property.

Name: \_\_\_\_\_

Title/Relationship: \_\_\_\_\_

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

City/State/ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**6. OWNER / REPRESENTATIVE CERTIFICATION**

I certify that the information provided on this form is true and correct to the best of my knowledge. I understand that Act 29 requires current contact information and that changes must be reported to the chief assessor within 30 days. I further understand that a county may levy a fine of up to \$500 against a real property owner or owner's representative who intentionally or knowingly provides false or incorrect contact information or intentionally or knowingly fails to update required contact information.

Printed Name: \_\_\_\_\_

Title/Relationship: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**COUNTY USE ONLY**

|                       |                                                                  |              |                                                                                                 |
|-----------------------|------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------------------|
| Date Received:        |                                                                  | Received By: |                                                                                                 |
| Date Entered/Updated: |                                                                  | Entered By:  |                                                                                                 |
| Act 29 Status:        | <input type="checkbox"/> Covered <input type="checkbox"/> Exempt | Submission:  | <input type="checkbox"/> New <input type="checkbox"/> Update <input type="checkbox"/> Municipal |

Prepared as an administrative form based on Pennsylvania Act 29 of 2026, 68 Pa.C.S. Ch. 25. The chief assessor may prescribe the manner and form of submission. County solicitor review is recommended before official adoption. Page 2 PA Act 29 of 2026 - Property Owner Contact Information Form