

**BOROUGH OF PENNSBURG  
2024 TENANT IDENTIFICATION FORM**

This form is to be filed with the Borough by January 31<sup>st</sup> of each year. Please update information when a change in tenant occurs AND call 215-679-4546 to schedule a Rental Inspection.

Forms are available online at [www.pennsburg.us](http://www.pennsburg.us) or at the Borough Office.

**\*Please notify the office if your contact information changes throughout the year\***

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

Address of Rental Property: \_\_\_\_\_ Number of Units \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Property Owner Phone Number: \_\_\_\_\_

Property Owner Signature: \_\_\_\_\_

*PLEASE LIST THE NAMES OF ALL INDIVIDUALS OCCUPYING EACH UNIT*

Unit # \_\_\_\_\_

Unit # \_\_\_\_\_

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Unit # \_\_\_\_\_

Unit # \_\_\_\_\_

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Unit # \_\_\_\_\_

Unit # \_\_\_\_\_

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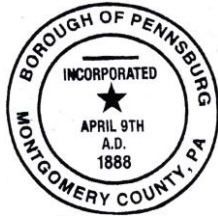
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Please return to: Borough of Pennsburg, 76 West 6<sup>th</sup> Street, Pennsburg, PA 18073  
Forms can also be returned by fax: 215-679-5140 or by email: [pennsburginfo@pennsburg.us](mailto:pennsburginfo@pennsburg.us)



**BOROUGH OF PENNSBURG**  
76 West 6<sup>th</sup> Street, Pennsburg, PA 18073  
Office: 215-679-4546 Fax: 215-679-5140  
web: [www.pennsburg.us](http://www.pennsburg.us)  
email: [pennsburginfo@pennsburg.us](mailto:pennsburginfo@pennsburg.us)

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## **PENNSBURG BOROUGH PROPERTY OWNERS:**

Under Borough of Pennsburg Ordinance #1-87, owners of properties in the Borough, which are leased for either residential or commercial occupancy, must identify their residential and/or commercial tenants to the Borough. You are required to file this report, complete and full, by January 31<sup>st</sup> of each year. Each time a tenant changes, a Rental Inspection is required and a new Tenant Identification form must be filed. Tenant changes must be reported to the Borough within thirty (30) days of execution of the lease (oral or written).

To schedule an inspection, call 215-679-4546. Tenant Identification Forms are available at [www.pennsburg.us](http://www.pennsburg.us) or at the Pennsburg Borough Office.

Failure to comply with the terms of this ordinance, #1-87, may result in a fine of \$300.00 or in default thereof, ten (10) days imprisonment.

**PLEASE NOTE:** If you no longer lease your property, please inform the Borough.

**Please include the address of the leased premises and your address (as the landlord).**

As the property owner, you are ultimately responsible for property bills and maintenance. Tenants cannot be held responsible by the Borough for property related issues. To find out more about Borough regulations, trash removal, recycling, permits and other Borough news; check our website, [www.pennsburg.us](http://www.pennsburg.us), or our yearly newsletter. Please call the Borough office for additional newsletters to distribute to your tenants.

**Please fill out the Tenant Registration Form on the other side and return to the Pennsburg Borough Office. →**