

**BOROUGH OF PENNSBURG
2023 TENANT IDENTIFICATION FORM**

This form is to be filed with the Borough by January 31st 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 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 # _____

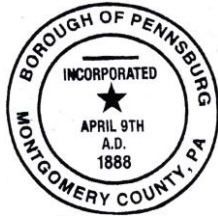
Unit # _____

Unit # _____

Unit # _____

Unit # _____

Please return to: Borough of Pennsburg, 76 West 6th Street, Pennsburg, PA 18073
Forms can also be returned by fax: 215-679-5140 or by email: pennsburginfo@pennsburg.us



BOROUGH OF PENNSBURG
76 West 6th Street, Pennsburg, PA 18073
Office: 215-679-4546 Fax: 215-679-5140
web: www.pennsburg.us
email: pennsburginfo@pennsburg.us

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 31st 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 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, 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. →