

**THE BOROUGH OF PEN ARGYL (RETURN COMPLETED FORM TO CODE OFFICE)**

**REGISTRATION FOR RESIDENTIAL RENTAL**

**PROPERTY ADDRESS:** \_\_\_\_\_

**A Separate Registration Form is Required for Each Unit.**

**Check here if this property is a SINGLE-FAMILY RESIDENCE: \_\_\_ CHECK HERE FOR APT: \_\_\_ IF APT, APT # \_\_\_\_\_**

**PROPERTY OWNER INFORMATION:**

**NAME:** \_\_\_\_\_

**ADDRESS (No P.O. Boxes)** \_\_\_\_\_

**MAILING ADDRESS: (If different from Owner's Physical address) (P.O. Box is OK here)**

**EMAIL ADDRESS** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **CELL NUMBER:** \_\_\_\_\_

**PROPERTY MANAGER INFORMATION:**

*(Required if Property owner does NOT reside in Northampton County or within 10 miles outside of Northampton County)*

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE/ZIP** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **CELL NUMBER:** \_\_\_\_\_

**TENANT INFORMATION:** *The Borough MUST be notified of any tenant changes within thirty (30) days: Registration occupancy form shall be filled out and returned to Code Office within 10 days of new occupant as per Ordinance.*

**TOTAL NUMBER OF OCCUPANTS IN EACH UNIT (INCLUDING CHILDREN):** \_\_\_\_\_

**PLEASE LIST NAMES & PHONE NUMBERS OF ALL OCCUPANTS OVER 18 YEARS OF AGE:**

*(No more than three (3) unrelated persons may occupy a Rental Unit)*

*(If the Rental Unit is vacant, please write **VACANT** in the NAME space below.)*

**NAME:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

**NAME:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

**DATE UNIT WAS OCCUPIED BY CURRENT TENANT:** \_\_\_\_\_

**SIGNATURE OF OWNER OR AGENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_