



31 West Summit Street
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www.soudertonborough.org

<u>FOR BOROUGH USE ONLY:</u>	
NEW []	RENEWAL []
LICENSE # : ___ - ___	Ward ___
INSPECTION DATE: ___ / ___ / ___	
EXPIRATION DATE: ___ / ___ / ___	

LANDLORD/TENANT REGISTRATION

Registration Information for Calendar Year 2024

Annual Fees: \$ 48.00 Registration Fee

+ \$16.00 Inspection Fee, per residential unit

(*Inspection is required once every three years with inspection)

A Business License is required for each Commercial Unit.

I. RENTAL PROPERTY ADDRESS _____

II. OWNER INFORMATION

Owner Name: _____

Owner Mailing Address:

Street _____

City _____ *Zip* _____

Owner Daytime Phone Number: _____

Owner Emergency Phone Number: _____

III. PROPERTY MANAGEMENT INFORMATION

Property Manager: _____

Property Manager Mailing Address:

Street _____

City _____ *Zip* _____

Property Manager Phone Number: _____

IV. RENTAL UNIT INFORMATION

**Please be sure to provide complete information for each rental unit and its occupants. This information is also used for tax purposes for Souderton Borough. It is required that you update tenant information within (10) days of tenants moving in and out of your property. Please use additional sheets as necessary.*



1) UNIT 1 INFORMATION:

a. Specify Unit Address (ex: "Apt. A", "Apt. 1) _____

b. Type of Unit: (ex: "House", "Lower Level", "Basement", "In-Law Suite")



c. Total Number of Occupants in Unit: _____

d. Date Moved In/Out of Property: _____

e. Names of All Occupants Over the Age of 18:



f. Unit Phone Number: _____

a. Tenant Emergency Contact Number: _____



2) UNIT 2 INFORMATION:

a. Specify Unit Address (ex: "Apt. A", "Apt. 1) _____

b. Type of Unit: (ex: "House", "Lower Level", "Basement", "In-Law Suite")

c. Total Number of Occupants in Unit: _____

d. Date Moved In/Out of Property: _____

e. Names of All Occupants Over the Age of 18:

f. Unit Phone Number: _____

b. Tenant Emergency Contact Number: _____

3) UNIT 3 INFORMATION:

a. Specify Unit Address (ex: "Apt. A", "Apt. 1") _____

b. Type of Unit: (ex: "House", "Lower Level", "Basement", "In-Law Suite")

c. Total Number of Occupants in Unit: _____

d. Date Moved In/Out of Property: _____

e. Names of All Occupants Over the Age of 18:

f. Unit Phone Number: _____

c. Tenant Emergency Contact Number: _____



4) UNIT 4 INFORMATION:

d. Specify Unit Address (ex: "Apt. A", "Apt. 1) _____

e. Type of Unit: (ex: "House", "Lower Level", "Basement", "In-Law Suite")

f. Total Number of Occupants in Unit: _____

g. Date Moved In/Out of Property: _____

h. Names of All Occupants Over the Age of 18:

i. Unit Phone Number: _____

j. Tenant Emergency Contact Number: _____

