



**FOR BOROUGH USE ONLY:**  
 NEW [ ] RENEWAL [ ]  
 LICENSE #: R- \_\_\_\_\_  
 INSPECTION DATE: \_\_\_/\_\_\_/\_\_\_  
 EXPIRATION DATE: \_\_\_/\_\_\_/\_\_\_

**LANDLORD/TENANT REGISTRATION**  
 Registration Information for Calendar Year \_\_\_\_\_(Date)  
**Annual Fee:** \$ 40.00 Registration Fee + \$12.00 Inspection Fee, per residential unit  
 (\*Inspection is required once every three years)  
 A Business License is required for each Commercial Unit.

**I. Rental Property Address:** \_\_\_\_\_

**II. Owner and Property Management Information:**

Owner Name: _____	Property Manager: _____
Mailing Address: _____	Mailing Address: _____
_____	_____
Email Address: _____	Email Address: _____
Telephone Number: _____	Telephone Number: _____
Emergency Number: _____	Emergency Number: _____
Emergency Contact: _____	Emergency Contact: _____

**III. Provide Information for each rental unit, use additional sheets as necessary. Please include the total number of occupants in each unit and the names of all occupants 18 years of age and older.**

Unit Address (i.e.: 123 2<sup>nd</sup> St, Apt 1, etc): \_\_\_\_\_

Describe Unit (i.e. 2 bedroom, 1 bathroom apartment, living room and kitchen):  
 \_\_\_\_\_  
 \_\_\_\_\_

Total Number of Occupants? \_\_\_\_\_

Tenant Information (Please include names of all occupants 18 years and older):  
 \_\_\_\_\_  
 \_\_\_\_\_

Unit Telephone Number: \_\_\_\_\_

Cell Phone/Emergency Contact Number: \_\_\_\_\_

Unit Address (i.e.: 123 2<sup>nd</sup> St, Apt 1, etc): \_\_\_\_\_

Describe Unit (i.e. 2 bedroom, 1 bathroom apartment, living room and kitchen):

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