



31 West Summit Street  
Souderton, Pa 18964  
Telephone: (215) 723-4371  
Facsimile: (215)-723-5569

[www.soudertonborough.org](http://www.soudertonborough.org)

*Re: Landlord/Tenant Registration Requirement*

Dear Rental Property Owner:

The Souderton Borough Council adopted Ordinance No 647 on October 4, 2004 requiring all rental property owners to register with Souderton Borough. The Borough requires all tenant information, including the names and contact information for all tenants over the age of 18, and the total number of occupants living in the property, since the last registration to be reported annually and filed with the Borough Code Enforcement Office. Please make any additions or corrections to the property owner information, including mailing address and phone numbers, contact information for the property manager, and emergency contact information on the form as well.

*Each rental property owner is responsible for registering this information with the Borough each year, as well as the required registration fee of \$40.00, plus an additional \$12 inspection fee per unit. Please return the application form, and payment slip, along with your payment to our office, located at 31 West Summit Street in Souderton, to complete the registration process.* When registered, each property is inspected once every three years, in compliance with Souderton Borough's codes.

Please feel free to contact Souderton Borough's Code Enforcement Officer, Steve Toy, at 215-723-4371 between the hours of 8:30 am and 4:00 pm or by email at [steve@soudertonborough.org](mailto:steve@soudertonborough.org), if you should have any questions.

Once again, your cooperation in this program is greatly appreciated and is vital in keeping Souderton Borough a safe place to live and work.

Steven J. Toy  
Code Enforcement Officer  
SOUDERTON BOROUGH