



31 West Summit Street
Souderton, Pa 18964
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www.soudertonborough.org

Re: Landlord/Tenant Registration Requirement

Dear Rental Property Owner:

On October 4, 2004, the Souderton Borough Council adopted Ordinance No 647, requiring all property owners with residential and/or commercial tenants to annually register their properties with Souderton Borough. Code additionally necessitates that the Borough's Code Enforcement Officer inspects each property upon initial registration and every three years thereafter.

To register your property with the Souderton Borough, please submit the Landlord/Tenant Registration Form. Include all information relevant to the property and its owner, property manager, and all tenants residing at this location. *Please make sure to fill out this form in its entirety, as this information is also used for tax purposes for Souderton Borough. Once this form is submitted, an invoice will be sent out for payment to complete the registration. **Your registration is not complete until payment and invoice slip are received.** Check, cash, and credit cards are all acceptable forms of payment. However, please note that there is a 2.45% service fee (with a minimum of \$3.00) for payments received by credit/debit card. Return the completed form and payments to the Souderton Borough Office by fax, email, or postal service using the contact information included in this letter.

The aforementioned ordinance also requires that rental property owners report all tenant information to the Borough Office and to notify the Borough of all changes in tenant status within (10) days of tenants moving in and/or out of the property. For a tenant moving out of a property, it is the responsibility of the landlord to contact our office simply submitting in writing the name of the tenant leaving. For each new tenant moving in, please complete a new Landlord/Tenant Registration Form and return to the office, or email to allace@soudertonborough.org.

As decided by Souderton Borough's Council in the 2024 Fee Schedule, the required Annual Registration Fee has increased to \$50.00 per property, plus the additional \$16.00 inspection fee per unit.

Should you have any questions, please feel free to contact our office between the hours of 8:30am and 5:00pm at (215) 723-4371 or by email at steve@soudertonborough.org or allace@soudertonborough.org.

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