



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

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

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

**LANDLORD/TENANT REGISTRATION**

Registration Information for Calendar Year 2024

**Annual Fees:** \$ 50.00 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**

Street \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

**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 & accurate 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.*

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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")

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c. Total Number of Occupants in Unit: \_\_\_\_\_

d. Date Moved In/Out of Property: \_\_\_\_\_

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

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f. Unit Phone Number: \_\_\_\_\_

a. Tenant Emergency Contact Number: \_\_\_\_\_

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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")

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c. Total Number of Occupants in Unit: \_\_\_\_\_

d. Date Moved In/Out of Property: \_\_\_\_\_

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

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f. Unit Phone Number: \_\_\_\_\_

b. Tenant Emergency Contact Number: \_\_\_\_\_

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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")

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c. Total Number of Occupants in Unit: \_\_\_\_\_

d. Date Moved In/Out of Property: \_\_\_\_\_

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

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f. Unit Phone Number: \_\_\_\_\_

c. Tenant Emergency Contact Number: \_\_\_\_\_

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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: \_\_\_\_\_

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