

East Pennsboro Township

Rental Unit Registration

New Rental Unit Change of Tenant Change of Ownership

Property Owner: _____ Phone: _____

Address: _____

Email Address: _____ Fax: _____

Contact Person: _____ Phone: _____

Address: _____

Email Address: _____ Fax: _____

List all individual rental units and adult tenants occupying each unit. If additional space is needed please attach a separate sheet.
If there are unit letters/numbers or building names, please include them.

Total Number of Rental Units: _____

Address: _____ Unit: _____

Tenant: _____ Phone: _____

Email: _____

Address: _____ Unit: _____

Tenant: _____ Phone: _____

Email: _____

Address: _____ Unit: _____

Tenant: _____ Phone: _____

Email: _____

Address: _____ Unit: _____

Tenant: _____ Phone: _____

Email: _____

Address: _____ Unit: _____

Tenant: _____ Phone: _____

Email: _____

Address: _____ Unit: _____

Tenant: _____ Phone: _____

Email: _____

(over)

Owners are responsible to pay an Annual Registration Fee to East Pennsboro Township plus any additional fees required for re-inspections.

Current Annual Registration Fee: \$25/Rental Unit

Do not send payment at this time, fees will be added to your 4th Quarter Trash & Sewer Billing.

Please complete this form and return to the East Pennsboro Township, Department of Housing & Community Development office *either in person or by mail* to:

**Department of Housing & Community Development
98 South Enola Drive
Enola, PA 17025**

By my signature below, I certify that I am the owner of record for the aforementioned property and that the above information is true and correct to the best of my knowledge. I agree to promptly advise the East Pennsboro Township, Department of Housing & Community Development should any information change from that which was originally submitted on this form. I understand that erroneous, misleading or false information, as well as, any willful misstatement of material fact, may be grounds for enforcement action and subject to penalties under 18 PA C.S. §4904 relating to unsworn falsification to authorities.

Signature _____

Date _____

Office Use Only

Notes: _____

Rental District: _____ Number of Units: _____ Annual Fee Due: \$ _____