

**BOROUGH OF BECHTELSVILLE  
RESIDENTIAL RENTAL UNIT  
REGISTRATION FORM**

The following information must be filled out for each rental property. If you have more than one property, feel free to copy this form, as required or additional forms will be available at the Borough Hall.

We request your compliance as required by Borough Ordinance in furnishing a list of **ALL** tenants for the property listed below. Include **ALL** persons who reside in this property. The owner of rental dwelling units shall be responsible to the Borough to certify a list of tenants for the property below on or before April 1 of each year.

Property Location

Street Address: \_\_\_\_\_

PIN: 26 - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_

Email address: \_\_\_\_\_

Does the property owner live on the same premises? YES or NO

Property Manager \*: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Telephone #: (\_\_\_\_) \_\_\_\_\_]

Email Address: \_\_\_\_\_

Does the property owner live on the same premises? YES or NO

\* Designation of a property manager is optional, however for those property owners that live outside the area, and wish to have someone act in their behalf for inspections, the designation of a manager is recommended.

How many units are present on the property? \_\_\_\_\_

What is the total number of tenants on the property? \_\_\_\_\_

How many units are presently occupied? \_\_\_\_\_

How many of the tenants are over 18 years of age? \_\_\_\_\_

List each rental unit on the property below; include the unit type, unit identification and maximum number of tenants allowed in the unit.

<u>Unit Type</u> <i>(Apartment, rental house, etc)</i>	<u>Unit Identification</u> <i>(Apt. 1, 1<sup>st</sup> Floor Rear, etc)</i>	<u>Maximum # of Occupants</u> <i>(Allowed 5 occupants)</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Person responsible for completing this form:

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Please return the completed listing to:

Borough of Bechtelsville  
16 Railroad Street  
PO Box 295  
Bechtelsville, Pa. 19505

**Reminder, this form shall be submitted to the Borough Office by April 1<sup>st</sup> of each year. Additionally, if the occupancy of any unit changes, the property owner must notify the Borough of the change within thirty (30) days of the date of such change.**

All current tenant(s) Last Name, First Name, Initial	Is the tenant over 18 or under 18 years old?	Unit number and floor	Term of Lease	Date of Entry

If additional space is required please use additional sheets.