

RICHLANDTOWN BOROUGH TENANT IDENTIFICATION FORM

PROPERTY OWNER _____

LEASED PREMISES _____ PARCEL # _____

NAME & ADDRESS & PHONE OF OWNER

_____ # _____

OWNER EMAIL _____

NAME & ADDRESS OF CURRENT TENANTS

NAME & ADDRESS OF FORMER TENANTS

#1 Tenants _____

PO Box _____

Phone # _____

Date of Occupancy _____

#2 Tenants _____

PO Box _____

Phone # _____

Date of Occupancy _____

#1 Tenants _____

PO Box _____

Phone # _____

Date of Departure _____

#2 Tenants _____

PO Box _____

Phone # _____

Date of Departure _____

(attach additional information on separate page)

THIS FORM MUST BE COMPLETED BY

This form is provided to you by Richlandtown Borough pursuant to ordinance #194 for the purpose of more efficiently identifying tenants of leased properties in order to collect taxes in a more equitable manner. All residents aged 18 and above must be identified even if no rent is charged and the individual is directly related to you. Please indicate if tenants are retired so they will not be added to the tax rolls. You are required to notify the Borough of the identities of new tenants within 10 days of the execution of the lease (written or oral). Failure to return this form or otherwise comply with the terms of Ordinance #194 will result in a fine of \$500.00.

COMPLETE & RETURN FORM VIA MAIL OR EMAIL TO:

Richlandtown Borough, 125 S. Main St., PO BOX 455, Richlandtown, PA 18955
215-538-9290 info@richlandtownborough.org