

# EAST BRUNSWICK TOWNSHIP

35 West Catawissa Street  
New Ringgold, PA 17960

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## RENTAL REGISTRATION FORM

East Brunswick Township Ordinance #2019-1 requires that every Owner/Lessor of any apartment, house, or other type of rental building shall register with the Township every year between January 1<sup>st</sup> and February 28<sup>th</sup>, and upon any change in the occupancy of the rental property dwellings. Every person owning a rental property shall give notice, in writing, to the Secretary of East Brunswick within twenty-four (24) hours after having transferred or otherwise disposed of the legal control of any rental property. Such notice shall include the name and address of the person or persons succeeding to the ownership or control of such rental property.

**Please use a separate form for each address.**

*Violations of the provisions of this ordinance provides for a fine of not more than Three Hundred (\$300) Dollars, plus costs.*

**Registration for Year:** \_\_\_\_\_

**1. Type of Registration:**

New Registration \_\_\_      New Tenant \_\_\_      New Owner \_\_\_

**2. Rental Address:** \_\_\_\_\_  
\_\_\_\_\_

**3. Owner(s) Names:** \_\_\_\_\_

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

Phones: Day \_\_\_\_\_ Evening \_\_\_\_\_

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

**4. Property Manager Name(s):** *if different than above* \_\_\_\_\_

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

Phones: Day \_\_\_\_\_ Evening \_\_\_\_\_

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

**5. Type of Building:** \_\_\_\_\_ **# of Units:** \_\_\_\_\_

Unit #	# of People in Unit	Tenant(s) Names (18+ years old)	Tenant Phone #	Occupancy Start Date

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Township Use

Date Received: \_\_\_\_\_ By: \_\_\_\_\_