

Instructions for Tenant/Lessee Registration

Tax Map Number: Located on your property tax documents. Starts with 55-__

Physical Address: The physical location of the property being leased/rented. Street address, house number, etc...

Owner of Subject Property: The name as listed on real estate tax and title documents.

Address of Owner: Mailing address of individual or entity named above.

Contact Name: Individual name of party responsible in case of emergency or violation issues.

Contact Number: Daytime phone number of above listed individual.

Tenant/Lessee Name: Name of individual listed on lease/rental agreement.

Phone/Address: Contact number for above listed individual(s). Address of where tenant/lessee will be receiving mail from the U.S. Postal Service.

Signature/Title: Person completing form along with descriptive title, i.e. owner, realtor, property manager, tenant, etc...

Fee: This **must** be submitted with registration form. **Currently the fee is set at Twenty Five Dollars (\$25.00) per occupied unit.** For clarification, a single tenant or a family of four (4) members will pay the same \$25.00 fee as the fee is based on unit occupancy not number of individuals.

***Completed forms should be mailed or hand delivered to the Penn Township Municipal Building located at 2001 Municipal Court, P.O. Box 452, Harrison City, PA 15636 with the required fee.**

***Notification must be submitted of a tenant vacating a premises even if no new tenant will be occupying the subject unit. No fee is required for this type of notification and as such these may be faxed to the Community Development Department @ (724) 744-7579.**

**Penn Township Planning & Zoning
2001 Municipal Court
Harrison City, Pennsylvania 15636-0452**

Director of Community Development
Dallas W Leonard
724-744-2171 ext 207
dallasleonard@penntwp.org

Community Development Technician
William Roberts
724-744-2171 ext 209
Email: billroberts@penntwp.org

Community Development Department Fax #
724-744-7579

Chief Building/ Code Official
Michael J. Stack
724-744-2171 ext 208 Email:
Email: mikestack@penntwp.org

Planning & Zoning Secretary
Jeanann Greer
724-744-2171 ext 210
Email: jeananngreer@penntwp.org

Tenant/Lessee Registration

Tax Map Number: _____

Physical Address of Subject Property: _____

Owner of Subject Property: _____

Address of Owner: _____

Contact Name (if other than owner of if Corp., etc..) _____

Contact Phone Number: _____

Tenant/Lessee Name: _____ Phone: _____

Address: _____

Tenant/Lessee Name: _____ Phone: _____

Address: _____

Tenant/Lessee Name: _____ Phone: _____

Address: _____

*Additional sheet may be attached if necessary

Signature: _____ Title: _____ Date: _____

"	"	"	"	"	Official Use				
Fee: _____	Units X \$25.00 =	Total Fee _____	Date: _____	Check # _____	Approved By: _____				

As per Township of Penn Code Chapter 129 Section 2, all owners of rented, leased or occupied dwelling units and commercial establishments within the Township of Penn shall furnish the township the names and addresses of each tenant, lessee or occupant of either a dwelling unit or commercial structure. Furthermore, as per Chapter 129 Section 3, upon change of occupancy or tenancy of either a dwelling unit or commercial structure the owner shall within 30 days of the change notify the township of said change and provide the township the name and address of the new tenant or lessee. Failure to comply may lead to fine or imprisonment.