

## 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, 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.**