

# Trappe Borough

525 West Main Street Trappe, PA 19426



## Residential Rental Property Registration Form

**DIRECTIONS:** Complete one form for each rental property.  
Make additional copies of the Additional Rental Unit Information Sheet, if needed.  
Please complete, sign and return this form to the Borough on or before April 1, 2009.

### Owner Information

OWNER NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
*(not a Post Office Box)*

DAY TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EVENING TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### Property Information

PROPERTY ADDRESS: \_\_\_\_\_

NUMBER OF RENTAL UNITS: There are \_\_\_\_ occupied rental units at this property as of this date.

There are \_\_\_\_ vacant rental units at this property as of this date.

### Property Manager \* Information

\* *If the property Owner is not a resident of Trappe Borough, or does not reside within a 20-mile radius of the Borough, the Owner must designate a person to serve as a Property Manager. The Property Manager must reside in the Borough, or work on a daily basis within a 20-mile radius of the Borough.*

MANAGER NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_  
*(not a Post Office Box)*

DAY TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EVENING TELEPHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### Owner Signature

*The undersigned attests the information provided on this Residential Rental Property Registration Form is accurate as of the date this form is signed. The undersigned likewise acknowledges receipt of Ordinance 408, an Ordinance establishing the Trappe Borough Residential Rental Inspection and Licensing Program.*

OWNER: \_\_\_\_\_ date: \_\_\_\_\_

OWNER: \_\_\_\_\_ date: \_\_\_\_\_

## Rental Unit Information Sheet

### RENTAL UNIT #1

vacant     occupied *(list all Occupants below)*

APARTMENT / UNIT NUMBER: \_\_\_\_\_ SQUARE FOOTAGE: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

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### RENTAL UNIT #2

vacant     occupied *(list all Occupants below)*

APARTMENT / UNIT NUMBER: \_\_\_\_\_ SQUARE FOOTAGE: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

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### RENTAL UNIT #3

vacant     occupied *(list all Occupants below)*

APARTMENT / UNIT NUMBER: \_\_\_\_\_ SQUARE FOOTAGE: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

## Additional Rental Units Information Sheet

**RENTAL UNIT # \_\_\_\_\_**    vacant    occupied *(list all Occupants below)*

APARTMENT / UNIT NUMBER: \_\_\_\_\_   SQUARE FOOTAGE: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

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**RENTAL UNIT # \_\_\_\_\_**    vacant    occupied *(list all Occupants below)*

APARTMENT / UNIT NUMBER: \_\_\_\_\_   SQUARE FOOTAGE: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

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**RENTAL UNIT # \_\_\_\_\_**    vacant    occupied *(list all Occupants below)*

APARTMENT / UNIT NUMBER: \_\_\_\_\_   SQUARE FOOTAGE: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_

OCCUPANT: \_\_\_\_\_