

Richlandtown Borough
PO BOX 455
Richlandtown, PA 18955

Office 215-538-9290
Fax 215-538-8040
Email info@richlandtownborough.org

RICHLANDTOWN BOROUGH TENANT IDENTIFICATION FORM

PROPERTY OWNER _____

LEASED PREMISES _____ PARCEL # _____

OWNER NAME _____ PHONE # _____

OWNER ADDRESS _____

OWNER EMAIL _____ COMPLETED DATE _____

NAME & ADDRESS OF CURRENT TENANTS

Tenant #1 _____

PO Box _____

Phone # _____

Date of Occupancy _____

Tenant #2 _____

PO Box _____

Phone # _____

Date of Occupancy _____

NAME & ADDRESS OF FORMER TENANTS

Tenant #1 _____

PO Box _____

Phone # _____

Date of Occupancy _____

Tenant #2 _____

PO Box _____

Phone # _____

Date of Occupancy _____

(Attach additional information on a separate page)

THIS FORM IS TO BE COMPLETED ANNUALLY and within 10 days of newly executed lease agreements, written or verbal

This form is provided to you by Richlandtown Borough pursuant to ordinance #194 for the purpose of more efficiently identifying tenants of leased properties 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 \$1000.00

COMPLETE & RETURN FORM VIA MAIL OR EMAIL