



BOROUGH OF KENHORST

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December 2023

Re: Real Estate Registry Form – Ordinance #562

To All Resident Owners: Your compliance is required by Ordinance No. 562. In order to maintain our records for tax and utility billing purposes, please complete the Real Estate Registry Form located on the reverse side of this letter. Include your personal information and information for any businesses also conducted at that location. Kindly complete all data as accurately as possible.

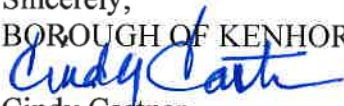
To All Owners of Rental Properties: Your compliance is required by Ordinance No. 457 and Ordinance No. 562 to furnish a list of ALL tenants (including children) for any property you own in the Borough of Kenhorst. Please provide the full names of all tenants, dates of birth and phone numbers on the form located on the reverse side of this letter. If there are multiple units, please enter the Unit Designation (i.e., 1, 2, 3/A, B, C/Front/Rear). Include your personal information if you also reside at the property, and include information for any businesses also conducted there.

Kindly fill in all data as completely and accurately as possible. Note that if you own rental dwelling units at any other location in the Borough, a separate form for each location must be on file.

Please take special note that every property owner who fails to submit the required information shall upon conviction in a summary proceeding be liable to a fine not exceeding \$1,000 plus costs and in default of payment thereof imprisonment, not exceeding 30 days. Section 10 of Ordinance #562 has been revised to consider any dwelling that fails to supply the appropriate registration data to have a minimum of five (5) adult inhabitants for any purpose and/or service charge based upon the number of persons per dwelling.

A current Real Estate Registry Form must be on file for all Borough residential properties. You will be required to complete a Real Estate Registry Form annually. Please return the completed form(s) to the Borough Hall by not later than January 31, 2024.

Forms may be mailed, faxed, emailed or deposited in the drop box located beside the main entrance to Borough Hall.

Sincerely,
BOROUGH OF KENHORST

Cindy Castner
Manager

BOROUGH OF KENHORST
ANNUAL REAL ESTATE REGISTRY FORM – 2024
Per Chapter 358 of the Kenhorst Borough Book of Ordinances

Property Address: _____

Owner's Name & Mailing Address: _____

Owner's Phone Number (____) _____

Email (Optional) _____

If property is a Rental:

Tenant's Phone Number if a rental – Unit# _____ (____) _____

Tenant's Phone Number if a rental – Unit# _____ (____) _____

Tenant's Phone Number if a rental – Unit# _____ (____) _____

Tenant's Phone Number if a rental – Unit# _____ (____) _____

No. of units in Building: _____ **If rented: Number of Units occupied** _____ **No. of units vacant** _____

List ALL persons currently living in and/or using this address as their home address and
List ALL businesses occupying any units – include the business owner's name and contact information:
If additional space is needed, please attach separate page.

Name (First, Middle, Last)	DOB YEAR	*Relationship Code	Gender	Unit#

***Relationship to Head of Household/Codes (required)**

H-Head of Household **P**-Parent **S**-Spouse **C** – Child **O**-Other, Please Explain

EMERGENCY CONTACT INFORMATION (OPTIONAL)

NAME and PHONE NUMBER not living with you

1. _____

2. _____

Signature _____ **Date** _____

(Property Owner Signature - required)

ANNUAL REAL ESTATE REGISTRY FORM - Please complete this form and return to Borough Hall by Sunday, January 31, 2024 and whenever a property transfer or change in rental status or occupancy occurs during the year. You may place the new completed form in the drop box at the main entrance. REGISTRY REQUIREMENT PER ORDINANCE #562- (Available on our Website – www.kenhorstborough.com)