



Borough of Pottstown

Code Enforcement Department

Borough Hall, 100 East High Street
Pottstown, Pennsylvania 19464-9525

(610) 970-6520

*ONLY FORMS WITH ORIGINAL SIGNATURES WILL BE ACCEPTED
ONLY COMPLETE FORMS WILL BE ACCEPTED
NO COPIES or FACIMILIES WILL BE ACCEPTED*

RESIDENTIAL RENTAL REGISTRATION FORM

"Must be TYPED or PRINTED CLEARLY in BLACK INK"

Address of Property _____ **Parcel # 16-00** _____

AKA Address _____
(Other known addresses used at the property)

Owner's Name _____ **Phone #** _____

Owner's Address _____
If owner is a Corporation, LLC, or Partnership provide the names, addresses and phone numbers of the natural persons who are the Chief Executive Officer, Registered Officer of Corporation, or names, addresses and phone numbers of the Managing Partners in Partnership;

Caretaker/ Agent's Name _____ **Phone #** _____

Caretaker/Agent's Address _____

Number of Units on Parcel _____ **Local Emergency Contact #** _____

I hereby certify that all of the information I have provided for this Registration is true and correct.

Name of Person Filing Registration (Printed) _____

Name of Person Filing Registration (Signed) _____ **Date** _____

Date Received by Inspections Department _____ **By** _____

(TO BE COMPLETED BY CODE ENFORCEMENT OFFICE)

UNIT INFORMATION

Identification of Unit _____ **Number of Bedrooms** _____
(Bldg #, Apt #, Entire Home, Etc.)

Unit Occupied by (List names of ALL individuals occupying unit) _____

Tenant Phone # _____ **Date Last Use & Occupancy Certificate Issued** _____

Address _____

Page ____ of ____

UNIT INFORMATION

Identification of Unit _____ Number of Bedrooms _____
(Bldg #, Apt #, Entire Home, Etc.)

Unit Occupied by (List names of ALL individuals occupying unit) _____

Tenant Phone # _____ Date Last Use & Occupancy Certificate Issued _____

UNIT INFORMATION

Identification of Unit _____ Number of Bedrooms _____
(Bldg #, Apt #, Entire Home, Etc.)

Unit Occupied by (List names of ALL individuals occupying unit) _____

Tenant Phone # _____ Date Last Use & Occupancy Certificate Issued _____

UNIT INFORMATION

Identification of Unit _____ Number of Bedrooms _____
(Bldg #, Apt #, Entire Home, Etc.)

Unit Occupied by (List names of ALL individuals occupying unit) _____

Tenant Phone # _____ Date Last Use & Occupancy Certificate Issued _____