

New Tenant Registration Worksheet

Landlord Information

Your Name:	
Your Street Address:	
Your City:	
Your State:	
Your Zip Code:	
Your Day Phone #:	
Your Evening Phone #:	
Your Email Address:	
Purpose:	New Registration or Updated Information
Property Management:	Managed By Owner or Managed By A Local Agent

Management Information

Management Name:	
Street Address:	
City:	
State:	
Zip Code:	
Day Phone #:	
Email Address:	

Property Information

House Number:	
Street:	
Current Property Status:	Occupied Unoccupied
Number of Occupants:	0 1 2 3 4 5 6
Lease Start Date:	Month: Day: Year:
Lease End Date:	Month: Day: Year:

Primary Leaseholder / Tenant Information

Leaseholder Name:	
Day Phone #:	
Evening Phone #:	
Cell Phone #:	
Email Address:	
Resident Status:	Resides In This Residence Does Not Reside In This Residence
Resident Age Class:	Does Not Reside Here / Age >=10 / Age 11- 18 / Age >=19 / > Age 65
Employment Status:	Does Not Reside Here / Student / Employed / Un-employed / Retired
Employer:	

Additional Occupant #A Information

Tenant Name:	
Day Phone #:	
Evening Phone #:	
Cell Phone #:	
Email Address:	
Resident Age Class:	Age >=10 / Age 11- 18 / Age >=19 / > Age 65
Employment Status:	Pre-School / Student / Employed / Un-employed / Retired
Employer:	

Additional Occupant #B Information

Tenant Name:	
Day Phone #:	
Evening Phone #:	
Cell Phone #:	
Email Address:	
Resident Age Class:	Age >=10 / Age 11- 18 / Age >=19 / > Age 65
Employment Status:	Pre-School / Student / Employed / Un-employed / Retired
Employer:	

Additional Occupant #C Information

Tenant Name:	
Day Phone #:	
Evening Phone #:	
Cell Phone #:	
Email Address:	
Resident Age Class:	Age >=10 / Age 11- 18 / Age >=19 / > Age 65
Employment Status:	Pre-School / Student / Employed / Un-employed / Retired
Employer:	

Additional Occupant #D Information

Tenant Name:	
Day Phone #:	
Evening Phone #:	
Cell Phone #:	
Email Address:	
Resident Age Class:	Age >=10 / Age 11- 18 / Age >=19 / > Age 65
Employment Status:	Pre-School / Student / Employed / Un-employed / Retired
Employer	

Additional Occupant #E Information

Tenant Name:	
Day Phone #:	
Evening Phone #:	
Cell Phone #:	
Email Address:	
Resident Age Class:	Age >=10 / Age 11- 18 / Age >=19 / > Age 65
Employment Status:	Pre-School / Student / Employed / Un-employed / Retired
Employer	

Helpful Hints

All title items in **BLACK** must be answered or you will not be able to successfully submit a form over the internet.

All items in **GREEN** are multiple choice items that you will circle here but click on from a drop-down box on the website.

All items in **Blue** do not require an answer as they may not be a valid question. We would appreciate the information if you are able to provide it.

The Digital Signature at the end of the form will legally be the same as signing a paper form by hand.

The Borough's website is optimized to perform best with Microsoft's Internet Explorer.

If you have any questions about the forms, please email the Borough using the **Contact Us** messaging system on our website.

If you would rather use the paper forms, you can download them from their website or call the Borough Office at 412-279-7876 to request them.