



# Annual Tenant Registration

## Borough of Pennsbury Village

Att: Property Inspection Coordinator  
1043 Pennsbury Blvd.  
Pittsburgh, PA 15205  
Phone: 412-275-3458 Fax: 412-279-8274

**All information on this form is treated as confidential  
and will only be used for official purposes**

Received: \_\_\_\_\_

Date: \_\_\_\_\_

Entered: \_\_\_\_\_

Follow up: \_\_\_\_\_

For Borough Use Only

The following information is required by law without exception. Refusal to provide information or providing false and/or misleading information can subject the applicant to criminal prosecution as provided by law.

### Owner's Information:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Rental Unit's Street Address: \_\_\_\_\_

### Agent/Manager's Information (required by law if owner lives more than 50 miles from the rental property; otherwise optional)

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Tenant Information - Primary Lease Holder** Does primary leaseholder reside in the unit? Yes ☐ No ☐

Does a written lease exist for this rental? Yes ☐ No ☐

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### All Persons Occupying The Unit:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

### Pet Information:

Dog ☐ Cat ☐ Breed: \_\_\_\_\_ Name: \_\_\_\_\_ Color: \_\_\_\_\_

Dog ☐ Cat ☐ Breed: \_\_\_\_\_ Name: \_\_\_\_\_ Color: \_\_\_\_\_

Dog ☐ Cat ☐ Breed: \_\_\_\_\_ Name: \_\_\_\_\_ Color: \_\_\_\_\_

Dog ☐ Cat ☐ Breed: \_\_\_\_\_ Name: \_\_\_\_\_ Color: \_\_\_\_\_

### Certification:

By signing below, I certify that **to the best of my knowledge, information and belief, the information provided is complete**, correct and not misleading, that all my leases are in writing and that my tenants, **managers, and/or agents** understand the conditions of renting in the Borough of Pennsbury Village. **This statement is made subject to the penalties of 18 Pa. C.S.A. § 4904, relating to unsworn falsification to authorities.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send a separate Tenant Registration Form **for each property owned**; include a completed Rental License Application with a check for all fees due for the year and mail to:

**All Forms and Fees Are  
Due by March 31st**

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