



TOWNSHIP

Stroud Township Municipal Center 1211 North Fifth Street Stroudsburg, PA 18360-2646
Phone 570-421-3362 Fax 570-421-3240

RESIDENTIAL LANDLORD – TENANT REGISTRATION FORM

Ordinance No. 5 – 2010 requires all residential property owners, or their agent, to complete and submit a tenant registration report by May 31, 2010, each new year by May 31, and within 30 days of a change in occupancy including vacancy after 30 days. The form on the other side is to be completed, signed and returned as follows:

By mail to: Stroud Township Secretary, 1211 N. Fifth Street, Stroudsburg, PA 18360

By fax to: (570) 421-3240, Attention: Secretary of Stroud Township

By email to: stroud17@ptd.net, Attention: Secretary of Stroud Township

General Information

- 1) One registration form per residential dwelling unit. Property owners of multiple dwelling units can make copies of the form on the other side and submit a completed form for each unit. Tenant registration forms and ordinance can be obtained by contacting the township using the phone or fax numbers or the township website above.
- 2) Currently there is no registration fee for residential tenant registration.
- 3) Owners, landlords or agents for owners are required to complete, sign and return the form. Tenants can assist by providing their applicable information on the form to their landlord. A landlord's failure to file a report or their filing of a false report can result in a fine up to \$1,000.

The lines below are for listing additional tenants/occupants not listed on the other side:

Name	Date of Birth	Relationship to Occupant #1 or #2	School and/or Employer (include address)
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RESIDENTIAL LANDLORD – TENANT REGISTRATION FORM

Stroud Township
1211 North Fifth Street
Stroudsburg, PA 18360
Tel. # (570) 421-3362 / Fax # 421-3240

Please check one
☐ Annual
☐ Change of Occupancy

OWNER/LANDLORD/LESSOR STATEMENT

1. My/our residential dwelling unit identified below within Stroud Township, Monroe County, PA is occupied by non-owner occupants as follows:

Property ID [PIN # - see tax bill] _____

Owner/Landlord/Lessor: _____

Address of property: _____

Address: _____

Unit Telephone #: _____

Telephone #: _____

Emergency Telephone #: _____

Emergency Telephone #: _____

2. Occupant(s) information: (please print) [If dwelling unit is vacant, write "vacant" on Occupant #1 Name line]

Occupant #1

Occupant #2

Name: _____

Employer Name: _____

Employer Address: _____

Employer Telephone: _____

If self-employed, list business name, address and phone number; if not employed, list one of the following on Employer Name line: retired, unemployed or student (with school address)

Term of agreement (lease or rental) Start Date: _____ End Date: _____

- Names of children or other individuals who reside with occupant(s) listed above: (please print)

Name	Date of Birth	Relationship to Occupant #1 or #2	School and/or Employer (include address)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please use back of this form at bottom for additional occupant(s) information.

Number of bedrooms: _____ Number of bathrooms: _____

Trash Hauler: _____ **Responsible Party for Trash Bill (circle one): Owner / Manager / Tenant

**Property Owner is ultimately responsible for proper waste disposal from property

I (we) understand that I (we) am (are) to notify Stroud Township of any changes to the occupancy of this premises within thirty days of change in occupancy including vacancy.

I (we) verify that the facts set forth in this application are to the best of my (our) knowledge, information and belief. This verification is made subject to the penalties of Section 4904 of the Crimes Codes (18 Pa.C.S. §4904) relating to Unsworn Falsification to Authorities.

Owner/Landlord/Lessor Signature _____

Authorized agent for Owner/Landlord/Lessor Signature _____

Date: _____

Date: _____