

BOROUGH OF COLLEGEVILLE IDENTIFICATION OF RENTED HOUSING

Date of Report: _____

Address of Apartment or Home: _____ Number of Units: _____

Name of Owner: _____ Date of Rental: _____

Address of Owner: _____

Name of Lessee: _____ Apartment No.: _____

Occupation of Lessee: _____ Social Security No.: _____

Name and Address of Employer: _____

Additional Occupant	Social Security Number	Occupation	Name and Address of Employer

Date on which apartment or house is vacated: _____

Forwarding address of Lessee, if known: _____

To the Owner or Manager: the foregoing information is required under borough of Collegeville Ordinance No. 228 enacted, May 18, 1970 pursuant to collection of Earned Income Tax under the provisions of the Local Tax Enabling Act and Ordinance No. 301 enacted March 5, 1980, as mended by Ordinance No. 363, enacted March 1, 1989. Collegeville Borough Zoning Ordinance permits no more than three (3) unrelated individuals to live together in a dwelling.

INSTRUCTIONS:

1. Complete this form as each unit is rented. Mail or deliver original to the Borough Office, 491 E. Main Street, Collegeville, PA 19426.
2. When apartment is vacated, remove one of the remaining forms from your file, mark the date the lessee moved and a forwarding address if known. Send this form to the Borough Office within 15 days.
3. If an additional occupant moves into join an existing rented apartment, complete one copy of this form and send it to the Borough Office within 15 days.
4. If an occupant moves from an existing rented apartment, complete this form and send it to the Borough Office within 15 days.
5. This declaration shall be updated each year by March 15th.

Any person who fails, neglects, or refuses to make the declaration required by Borough of Collegeville Ordinance No. 301 as amended by Ordinance No. 363, shall upon conviction thereof before any Justice of the Peace or Court of competent jurisdiction of Montgomery County be sentenced to pay a fine of not more than six hundred dollars (\$600.00) for each offense and costs, and, in default of payment of said fine and costs to be imprisoned for a period not exceeding ten (10) days.

I, the undersigned, swear and attest that the information contained in this statement is true and correct to the best of my knowledge and belief. I understand that any misrepresentation or falsifications of the information presented on this form are punishable by law pursuant to Title 18 section 4904, Unsworn Falsifications to Authorities.

Signature

Date