

Landlord's Name: \_\_\_\_\_ Registration Year: \_\_\_\_\_  
Tax Map Parcel Number 27- \_\_\_\_\_ Property Address: \_\_\_\_\_

## New Hope Borough Landlord Registration Statement & Application

*This form must be completed by Landlords, pursuant to Borough Ordinance No 2006-08, to register each building within the Borough of New Hope that contains rental dwelling units. A separate form must be completed for each building containing rental dwelling units. Please PRINT OR TYPE all information.*

### SECTION 1

Name of Landlord: \_\_\_\_\_  
Address of Landlord: \_\_\_\_\_

Landlord's Day Phone Number: \_\_\_\_\_ Evening Phone Number: \_\_\_\_\_  
Emergency Phone Number: \_\_\_\_\_  
Landlord's Email Address (optional): \_\_\_\_\_

Property Manager: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Address of Building to be Registered:** \_\_\_\_\_  
Tax Map Parcel 27- \_\_\_\_\_  
Number of Rental Dwelling Units in the Building: \_\_\_\_\_

The Landlord Must Attach a Separate Written Certification Stating Compliance with the Following Requirements:

- Property Taxes for Property Are Current and Paid in Full
- Municipal Assessments Against Property Are Paid in Full
- The Use of the Property Complies with the Borough Zoning Ordinance or Prior Land Use Decisions
- The Landlord Can Provide, Upon Request, an Executed Copy of a Current Lease Agreement or Can Certify that No Written Lease Exists
- The Landlord Has Obtained a Written Certification from Each Tenant, Who Signed a Lease Agreement or Entered into an Oral Lease, Stating that He or She Will Not Allow More than the Maximum Number of Permitted Tenants to Occupy a Dwelling Unit

Landlord's Name: \_\_\_\_\_ Registration Year: \_\_\_\_\_  
Tax Map Parcel 27- \_\_\_\_\_ Property Address: \_\_\_\_\_

**SECTION 2**

*Please Complete this Section for Each Dwelling Unit Located Within a Building.*

#1. Dwelling Unit Address and/or Unit Number: \_\_\_\_\_  
Floor Location: \_\_\_\_\_  
Date Current Occupancy Commenced: \_\_\_\_\_

Habitable Rooms:   **Gross Floor Areas**  
                          Living Room \_\_\_\_\_  
                          Kitchen \_\_\_\_\_  
                          Dining Room \_\_\_\_\_

**Total Current Occupants** \_\_\_\_\_

Rooms for Sleeping Purposes:	Gross Floor Areas	Number of Occupants
	Bedroom #1 _____	_____
	Bedroom #2 _____	_____
	Bedroom #3 _____	_____
	Bedroom #4 _____	_____

**MAXIMUM NUMBER OF OCCUPANTS FOR THIS UNIT** \_\_\_\_\_ *(To Be Completed by Borough)*

#2. Dwelling Unit Address and/or Unit Number: \_\_\_\_\_  
Floor Location: \_\_\_\_\_  
Date Current Occupancy Commenced: \_\_\_\_\_

Habitable Rooms:   **Gross Floor Areas**  
                          Living Room \_\_\_\_\_  
                          Kitchen \_\_\_\_\_  
                          Dining Room \_\_\_\_\_

**Total Current Occupants** \_\_\_\_\_

Rooms for Sleeping Purposes:	Gross Floor Areas	Number of Occupants
	Bedroom #1 _____	_____
	Bedroom #2 _____	_____
	Bedroom #3 _____	_____
	Bedroom #4 _____	_____

**MAXIMUM NUMBER OF OCCUPANTS FOR THIS UNIT** \_\_\_\_\_ *(To Be Completed by Borough)*

Landlord's Name: \_\_\_\_\_ Registration Year: \_\_\_\_\_  
Tax Map Parcel 27- \_\_\_\_\_ Property Address: \_\_\_\_\_

**SECTION 2**

*Please Complete this Section for Each Dwelling Unit Located Within a Building.*

# \_\_\_\_\_ Dwelling Unit Address and/or Unit Number: \_\_\_\_\_  
Floor Location: \_\_\_\_\_  
Date Current Occupancy Commenced \_\_\_\_\_

Habitable Rooms:   **Gross Floor Areas**  
                          Living Room \_\_\_\_\_  
                          Kitchen \_\_\_\_\_  
                          Dining Room \_\_\_\_\_

**Total Current Occupants** \_\_\_\_\_

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	Bedroom #1 _____	_____
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# \_\_\_\_\_ Dwelling Unit Address and/or Unit Number: \_\_\_\_\_  
Floor Location: \_\_\_\_\_  
Date Occupancy Commenced: \_\_\_\_\_

Habitable Rooms:   **Gross Floor Areas**  
                          Living Room \_\_\_\_\_  
                          Kitchen \_\_\_\_\_  
                          Dining Room \_\_\_\_\_

**Total Occupants** \_\_\_\_\_

Rooms for Sleeping Purposes:	Gross Floor Areas	Number of Occupants
	Bedroom #1 _____	_____
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**MAXIMUM NUMBER OF OCCUPANTS FOR THIS UNIT** \_\_\_\_\_ *(To Be Completed by Borough)*

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Tax Map Parcel 27-\_\_\_\_\_ Property Address: \_\_\_\_\_

**LANDLORD CERTIFICATION**

**Note to Applicant:** Any person who submits false information, documentation or identification in connection with the Landlord's Registration Statement and Application shall pay a minimum fine of \$300.00, plus court costs for the first offense, a minimum fine of \$600.00 for the second offense, and a minimum fine of \$1,000 for each offense thereafter. In addition, any person who submits a false certification or document shall be subject to criminal prosecution. In addition to the foregoing, a Certificate of Use & Occupancy that is issued on the basis of information or documents that are knowingly false or fraudulent when made shall be subject to revocation pursuant to and in accordance with the provisions of Ordinance No. 2006-08.

I, \_\_\_\_\_, hereby certify, in lieu of oath, that the foregoing statements made by me are true, full and perfect answers to each and all said questions. In addition, I hereby certify that each rented dwelling unit complies with the provisions of Ordinance No. 2006-08 and that I will not authorize more than the maximum number of permitted tenants, including minors, to occupy each dwelling unit. I am aware that if any of the foregoing statements made by me are willfully false I am subject to prosecution.

\_\_\_\_\_  
Signature of Property Owner/Landlord

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Print Name of Property Owner/Landlord

***Please note that a notary seal shall be required for all corporate owned properties.***

Landlord's Name: \_\_\_\_\_ Registration Year: \_\_\_\_\_  
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***Borough Use Only***

Date Payment Received \_\_\_\_\_ Payment Amount \_\_\_\_\_ Received By \_\_\_\_\_

Landlord Certifications Received:

- Property taxes are current and paid in full
- Municipal assessments against property are paid in full or no assessments exist
- Land Use Approval (i.e. zoning permit, Zoning Hearing Board decision, Certificate of Use & Occupancy)
- Landlord certifies that an executed copy of a lease agreement is available upon request or that no written lease is available
- Landlord certifies that each tenant, who signed a lease agreement or entered into an oral lease, has acknowledged in writing that he or she will not allow more than the maximum number of permitted tenants to occupy the dwelling unit

**Zoning Officer Review:**

Date License Approved by Zoning Officer: \_\_\_\_\_

Initials of Zoning Officer: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Zoning Officer's Notes:

**Code Enforcement Officer Review:**

Date License Approved by Code Officer: \_\_\_\_\_

Initials of Code Officer \_\_\_\_\_

Code Enforcement Officer's Notes: