



Community Development Department

100 Parklane Drive • Eagleville, PA 19403

Phone: (610) 635-3512 • Fax: (610) 539-6347

www.lowerprovidence.org

IDENTIFICATION OF RENTAL UNIT OCCUPANTS

TO THE RENTAL UNIT MANAGER:

The following information is required under Lower Providence Township Ordinance No. 181, enacted January 28, 1974, pursuant to collection of per capita tax under the provisions of the local tax enabling act.

§55-1 Data to be provided.

It shall be the duty of every owner of a rental unit or units used for living purposes within Lower Providence Township to submit to the Township Manager the name, address and date of birth of any and all persons living, occupying or dwelling in said rental units. Every owner of said rental unit(s) shall be further required to submit to the Township Manager a statement of the number of such rental units owned by him. Said information shall be filed with the Township Manager within 60 days of the enactment of this chapter, and after said sixty-day period, within 15 days of the commencement of each and every new occupancy and each and every succeeding occupancy of said rental unit or units. In addition, a complete up-to-date listing of all tenants shall be filed with the Township Manager not later than January 15 of each year.

Any person who fails, neglects, or refuses to make the declaration required by Lower Providence Township Ordinance No. 181 shall, upon conviction thereof before any Justice of the Peace of Court of competent jurisdiction of Montgomery County, PA, be sentenced to pay a fine of not more than One Hundred Dollars (\$100.00) 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.

INSTRUCTIONS FOR PROCESSING THE ATTACHED FORM:

1. Complete the attached form for each unit rented. Retain a copy for your files.
Remit the original to Lower Providence Township per Ordinance No. 181.
2. As noted in §55-1 above, within 15 days of a new occupancy, complete another copy of this form and **remit original to Lower Providence Township.**
3. **IMPORTANT NOTE TO ALL RENTAL UNIT MANAGERS:**
Be certain to complete this form for each/every rental unit you own/manage ... *even if there are no changes in occupancy since previous submission* ... and remit to Lower Providence Township **annually before January 15.**

APPLICATION SUBMISSION: *You may submit completed forms ...*

In person: 100 Parklane Drive, Eagleville, PA 19403 - 8:00 AM to 4:30 PM weekdays
Via email: permits@lowerprovidence.org

