

# UPPER MILFORD TOWNSHIP

## DWELLING UNIT • BUSINESS UNIT • BOARDING HOUSE INFORMATION

(To be completed by Owner / Landlord)

RETURN TO: Upper Milford Township, P.O. Box 210, Old Zionsville, PA 18068

Name of Owner / Landlord: \_\_\_\_\_

Address of Owner / Landlord: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Fax: \_\_\_\_\_

Address of property to be registered: \_\_\_\_\_

Complete a section for each individual unit whether occupied or unoccupied or for any change of use, occupancy and current tenant information.

Unit No.: \_\_\_\_\_ Type of Unit:  Dwelling  Business  Other

Unit is currently:  Occupied  Unoccupied ; Effective Date: \_\_\_\_\_

Address of this Unit: \_\_\_\_\_

Tenant Name(s): 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Use this area for address of tenant if different than unit address or to report forwarding address information for previous tenant:

\_\_\_\_\_

\_\_\_\_\_

Unit No.: \_\_\_\_\_ Type of Unit:  Dwelling  Business  Other

Unit is currently:  Occupied  Unoccupied ; Effective Date: \_\_\_\_\_

Address of this Unit: \_\_\_\_\_

Tenant Name(s): 1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

Use this area for address of tenant if different than unit address or to report forwarding address information:

\_\_\_\_\_

\_\_\_\_\_

Continue additional unit information on additional sheet(s). Ordinance No. 39 adopted August 6, 1986 by the Board of Supervisors.

(INSTRUCTIONS ON OPPOSITE SIDE)

**INSTRUCTIONS FOR COMPLETING OR FILING  
DWELLING UNIT • BUSINESS UNIT • BOARDING HOUSE INFORMATION FORM**

Each landlord or each person upon becoming a landlord of any parcel or property, and every time there is a change in use or occupancy of any dwelling or business unit owned by such landlord, shall report such change and information to the Township by completing the appropriate information on the opposite side of this page.

New landlords and landlords who have not previously reported their information shall complete this form within thirty (30) days and return it to the Township.

Existing landlords who have a change in use, occupancy or tenancy or upon a unit becoming vacant shall provide such information to the Township within ten (10) days of such change by supplying the requested information on the opposite side of this page.

A landlord of a boarding house or hotel shall not be required to report a person as a "tenant" until that person has resided in such landlord's establishment for a period exceeding thirty (30) days.

If you need additional forms please call the Township Office at 610-966-3223.

Return completed form(s) to:  
Secretary  
Upper Milford Township  
P.O. Box 210  
Old Zionsville, PA 18068-0210

Or by

Faxing to: 610-966-5184

*This form and report in no way absolves any tenant or tenants of the requirement to obtain a moving permit as required by other Township regulations.*