

Trappe Borough, Montgomery County, PA

525 West Main Street Trappe, PA 19426
Phone: 610.489.7181 Fax: 610.489.8827
Website: www.trappeborough.com



Application for Residential

RENTAL PROPERTY REGISTRATION

As of January 1, 2009, by the enacting of Ordinance 408, Trappe Borough Code now includes the following requirements:

- Providing rooming or dwelling units for rent without first registering the property with the Borough of Trappe was declared unlawful. (Trappe Borough Code §253-7 B)
- Owners of all properties within the Borough of Trappe possessing one or more rooming or dwelling units let for rent are to register said properties as “Residential Rental Properties” on forms provided by the Borough. (Trappe Borough Code §253-7 C)

APPLICATION: *Property Registration – Residential Rental*

PROPERTY INFORMATION

PROPERTY ADDRESS: _____

RENTAL UNITS: _____

PROPERTY OWNER INFORMATION

NAME: _____

ADDRESS: _____

CITY, ZIP: _____

CONTACT INFORMATION:

1. DAY PHONE: _____
(Phone type): Home Work Cell

2. EVE PHONE: _____
(Phone type): Home Work Cell

EMAIL: _____

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PROPERTY MANAGER* INFORMATION

* If the Property Owner is not a resident of Trappe Borough or does not reside within a 20-mile radius of the Borough, the Owner must designate a person to serve as a Property Manager. The Property Manager must reside in the Borough or work on a daily basis within a 20-mile radius of the Borough. (Trappe Borough Code §253-7 G 1)

Trappe Borough Code §253-7 G 2 requires that manager's "information shall be kept current and updated **within five business days after it has changed.**" Should the designated manager's information change from what is listed below, please provide all changes in writing to Borough Hall according to the requirements of Borough Code.

NAME: _____

MAILING ADDRESS: _____

(NOT Post Office Box) _____

CONTACT INFORMATION:

1. DAY PHONE: _____
(Phone type): Home Work Cell

2. EVE PHONE: _____
(Phone type): Home Work Cell

EMAIL: _____

ADULT & MINOR TENANT INFORMATION

Trappe Borough Code §253-1 requires our collection of the following information on each adult tenant.
All items are required; none are optional. **

ADULT TENANT #1 – Primary Occupant:

Full Name: _____

Social Security Number: _____

Daytime phone number: _____

Occupation: _____

Employer: _____

Employer Address: _____

** Recognizing the sensitivity of the information requested, reasonable and appropriate security measures will be taken in the handling, storage and disposal of this document information.

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ADULT & MINOR TENANT INFORMATION cont'd.

ADULT TENANT #2:

Full Name: _____
Social Security Number: _____
Daytime phone number: _____
Occupation: _____
Employer: _____
Employer Address: _____

ADULT TENANT #3:

Full Name: _____
Social Security Number: _____
Daytime phone number: _____
Occupation: _____
Employer: _____
Employer Address: _____

ADULT TENANT #4:

Full Name: _____
Social Security Number: _____
Daytime phone number: _____
Occupation: _____
Employer: _____
Employer Address: _____

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ADULT & MINOR TENANT INFORMATION cont'd.

ADULT TENANT #5:

Full Name: _____

Social Security Number: _____

Daytime phone number: _____

Occupation: _____

Employer: _____

Employer Address: _____

MINORS occupying this unit: _____

REGISTRATION FEE

Fee for current year* will be charged.

See "Fee Schedule" (available at www.trappeborough.com) to verify current rate.

ACTUAL FEE DUE: _____

Make checks payable to "Trappe Borough"

* At date of submission of application

OWNER/MANAGER SIGNATURE

The undersigned attests the information provided on this Residential Rental Property Registration form is accurate as of the date this form is signed.

SIGNATURE, POSITION (Property Owner / Manager)

DATE

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FOR BOROUGH USE ONLY:

APPLICABLE FEES:

* Registration Fee: _____

State Surcharge: _____

Total Fee:

** See current fee schedule*

PAYMENT INFO:

Date: _____

Amount paid: _____

Payment type: Cash Check # _____

Approval: _____

PARCEL ID #: **23-00-**_____

BLOCK: _____

UNIT: _____

ZONING DISTRICT: _____

REGISTRATION # ASSIGNED: _____