

Washington Township

14 Creek Road
East Berlin, PA 17316
Telephone (717)432-9814
Fax (717) 432-0181



BOARD OF SUPERVISORS
DANIEL MCGREGOR
HARLEN ANDERSON, JR
JEFFREY PROPPS

RENTAL RESIDENTS REPORT FORM

(PLEASE PRINT)

1. Name of Rental Property: _____
Rental Property Address: _____

2. Owner's Name : _____ (Phone) _____
Owner's Address: _____

3. Number of separate living quarters in Rental Property: _____

4. List full name of each inhabitant living in each unit: (If school age children, please list age)

1. Rental Unit No. _____ (Phone) _____
Occupant Name: _____
Occupant Name: _____
Occupant Name: _____
Occupant Name: _____
Occupant Name: _____
Occupant Name: _____
Occupant Name: _____
Occupant Name: _____

2. Rental Unit No. _____ (Phone) _____
Occupant Name: _____
Occupant Name: _____
Occupant Name: _____
Occupant Name: _____

3. Rental Unit No. _____ (Phone) _____
Occupant Name: _____
Occupant Name: _____
Occupant Name: _____
Occupant Name: _____

All Rental Unit Owners are required to file annual reports with Washington Township Secretary between January 1st and January 15th each year, or if occupancy changes, file a Report within thirty (30) days of change. Reports may be filed by telephone during regular business hours Monday thru Thursday, 9:00 A.M. to 3:00 P.M. at the Township Office-717-432-9814 or by Fax – 717-432-0181.

The purpose of this Ordinance is to enable Washington Township to more equitably and efficiently assess Per Capita taxes on residents of Washington Township, and also to keep the address books of Washington Township updated. The Names and Addresses of residents are also given to the local Fire Companies, so that they know how many persons live in each residence.

(Owner's Signature) _____ (Date) _____