

## Real Estate Registry Form – Ordinance #562

### ALL RESIDENT OWNERS

Your compliance is required by Ordinance No. 562. In order to maintain our records for tax and utility billing purposes, please complete the Real Estate Registry Form located on page two of this document. Include your personal information and information for any businesses also conducted at that location. Kindly complete all data as accurately as possible.

### ALL OWNERS OF RENTAL PROPERTIES

Your compliance is required by Ordinance No. 457 and Ordinance No. 562 to furnish a list of ALL tenants (including children) for any property you own in the Borough of Kenhorst. Please provide the full names of all tenants, dates of birth and phone numbers on the form located on the next page of this letter. If there are multiple units, please enter the Unit Designation (i.e., 1,2,3/A,B,C/Front/Rear). Include your personal information if you also RESIDE at the property, and include information for any businesses also conducted there.

Kindly fill in all data as completely and accurately as possible. Note that if you own rental dwelling units at any other location in the Borough, a separate form for each location must be on file. Enclosed are blank copies of the form to be individually completed for each of the rental properties on record with the Borough.

**Please take special note that every property owner who fails to submit the required information shall upon conviction in a summary proceeding be liable to a fine not exceeding \$1,000 plus costs and in default of payment thereof imprisonment, not exceeding 30 days.**

*A current Real Estate Registry Form must be on file for all Borough residential properties. You will be required to complete a Real Estate Registry Form annually. Please return the completed form(s) to the Borough Hall by not later than January 31.*

Forms can be mailed, faxed, scanned and emailed or directly deposited in the drop box located beside the main entrance to Borough Hall.

Sincerely,

BOROUGH OF KENHORST

**Cindy Castner**  
Manager

# Annual Real Estate Registry Form 2022

(per Chapter 358 of the Kenhorst Borough Book of Ordinances)

Property Address:	
Owner's Name:	Owner's Phone Number:
Owner's Mailing Address:	
Owner's Email: (optional)	
Emergency Contact Name: (optional)	Emergency Contact Phone:

**If property is a rental, please provide the following information.**

**List ALL businesses occupying any units. Include the business owner's name and contact information.**

**Number of units:** \_\_\_\_\_ **Units occupied:** \_\_\_\_\_ **Units vacant:** \_\_\_\_\_

Tenant Name:	Phone #	Unit#
Tenant Name:	Phone #	Unit#
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**List ALL persons currently living in and/or using this address as their home address.**

Name (First, Middle Initial, Last)	DOB Year	Relationship Code*	Gender	Unit#

\*Relationship to Head of Household/Codes (required)

**H: Head of Household      P: Parent      S: Spouse      C: Child      O: Other: please explain**

**Property Owner Signature** (required) \_\_\_\_\_ **Date** \_\_\_\_\_

**ANNUAL REAL ESTATE REGISTRY FORM:** REGISTRY REQUIREMENT PER ORDINANCE #562. Please complete this form and return to Kenhorst Borough Hall by January 31st and whenever a property transfer or change in rental status or occupancy occur, during the year. You may place the new completed form into the slot next to the main entrance or email to [info@kenhorstborough.com](mailto:info@kenhorstborough.com). Form also available at [kenhorstborough.com](http://kenhorstborough.com).