

**BOROUGH OF KUTZTOWN
COMMUNITY DEVELOPMENT OFFICE**

**324 WEST MAIN STREET
KUTZTOWN, PA 19530-1606**

**PHONE: 610-683-3290
FAX: 610-683-3537**

HOUSING ROSTER

Please type or print legibly.

ADDRESS OF LET PROPERTY: _____

(List only one property per housing roster.)

Total number of dwelling units at let property: _____

PROPERTY OWNER(S) INFORMATION			<i>Does owner live at let property?</i> ___ Yes ___ No	
NAME(S):				
HOME ADDRESS:				
BUSINESS ADDRESS:				
PHONE #'s:	Home	Work	Cell	
EMAIL ADDRESS:	★			
★ <i>Does owner wish to be included in all mass email notifications by this office?</i> ___ Yes ___ No				

PROPERTY AGENT'S INFORMATION			<i>Does agent live at let property?</i> ___ Yes ___ No	
NAME:				
HOME ADDRESS:				
BUSINESS ADDRESS:				
PHONE #'s:	Home	Work	Cell	
EMAIL ADDRESS:	★			
★ <i>Does agent wish to be included in all mass email notifications by this office?</i> ___ Yes ___ No				

TENANT INFORMATION				<i>Total number of tenants:</i> _____	
<i>Do tenants have:</i> group lease individual leases no lease					
FIRST NAME & MIDDLE INITL	LAST NAME	APT#/ ROOM#	FLOOR	WILL LET PROPERTY FROM - TO	
Indicate by if undergraduate student					
					-
					-
					-
					-
					-
Use other side to list additional names or attach separate sheets that include the property address.					

The undersigned: 1) verifies and believes that the facts set forth on this form are true and correct, and understands that false statements hereon are subject to the penalties of 18 PaC.S.A. Section 4904 relating to unsworn falsification to authorities; 2) understands that all phone numbers listed on this roster are public information.

Owner(s) Signature(s)	Date
Owner(s) Signature(s)	Date
Agent's Signature (if applicable)	Date

THIS OFFICE MUST BE NOTIFIED OF ANY CHANGES TO THE ABOVE INFORMATION WITHIN 10 DAYS OF OCCURRENCE, AS SET FORTH IN SECTION 135-6.B OF THE KUTZTOWN CODE. FAILURE TO COMPLY SHALL SUBJECT THE OWNER AND/OR AGENT TO PENALTIES AS SET FORTH IN SECTION 135-10 OF THE KUTZTOWN CODE.

ATTENTION: This form is to be completed and submitted with the Application for Housing License and applicable fee on or before July 31 of the current year. Late filing is subject to penalties as set forth in Section 135-4.A of the Kutztown Code. Applicant is hereby notified that if the Application for Housing License and/or Housing Roster submitted does not comply with the provisions of the Kutztown Code, such Application for Housing License and/or Housing Roster shall be returned.

DO NOT WRITE BELOW THIS LINE

Tracking Number _____	Date Issued _____	Amended _____
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