



RENTAL REGISTRATION

Borough of Hummelstown

261 Quarry Road

Hummelstown, PA 17036

Phone: (717) 566-2555 Fax: (717) 566-3324

www.hummelstown.net

Date Submitted: _____

Registration fee: \$45.00

Address of Rental Property: _____

Number of Residential Rental Units: _____ **Number of Commercial Units:** _____

Property Owner: _____

Contact Name: _____

Physical Address: _____
(PO Box is not acceptable)

Phone: _____ After Hours Phone: _____

Email Address: _____
(REQUIRED)

TRASH HAULER INFORMATION

Trash Hauler: _____ Trash Pick-up Day: _____

PROPERTY MANAGER INFORMATION

Property Manager: _____

Contact Name: _____

Physical Address: _____
(PO Box is not acceptable)

Phone: _____ After Hours Phone: _____

Email Address: _____
(REQUIRED)

Checklist to Ensure Completed Registration

- Registration and Tenant Form **per property**
- \$45 Registration Fee **per property**
- Trash Hauler and Pick-Up day information completed

Failure to complete and submit required information by November 5th may result in a summary conviction pursuant to Ord. §13-409

I certify to the best of my knowledge the information submitted on this application is true and correct. I am current on my real estate taxes, sewer, water, stormwater and trash collection fees on the above listed property

Signature of Property Owner or Manager

Today's Date

See other side for Tenant List information form →

Tax Parcel #: _____	FOR OFFICE USE ONLY	Registration/License #: _____
Acct #: _____	Amount \$ _____	Form of Payment: Cash Check #: _____



TENANT REGISTRATION FORM

TENANT UPDATE
 REGISTRATION ADD-ON

- * All tenants must be registered (including number of children). *
- * An updated form must be completed within 10 days of any tenant change. *
- * For rentals with more than 4 units, please utilize copies of this page. *
- * Non-compliance may result in a summary conviction pursuant to Ord. §13-409. *

PRINT LEGIBLY AND COMPLETE THIS FORM IN ITS ENTIRETY

Property Owner Name:		Date:	
Property Management Name:			
Rental Property Address:			
Unit Designation:		<i>(EXAMPLES: Apt 1, Apt A, Front, First floor)</i>	
Names of Tenants		Phone Number	
	ADULT		
	ADULT		
	ADULT		
	ADULT		
		<i>Number of Occupants 17 years or younger:</i>	
Unit Designation:		<i>(EXAMPLES: Apt 1, Apt A, Front, First floor)</i>	
Names of Tenants		Phone Number	
	ADULT		
	ADULT		
	ADULT		
	ADULT		
		<i>Number of Occupants 17 years or younger:</i>	
Unit Designation:		<i>(EXAMPLES: Apt 1, Apt A, Front, First floor)</i>	
Names of Tenants		Phone Number	
	ADULT		
	ADULT		
	ADULT		
	ADULT		
		<i>Number of Occupants 17 years or younger:</i>	
Unit Designation:		<i>(EXAMPLES: Apt 1, Apt A, Front, First floor)</i>	
Names of Tenants		Phone Number	
	ADULT		
	ADULT		
	ADULT		
	ADULT		
		<i>Number of Occupants 17 years or younger:</i>	

Commercial Units			
Name(s) of Business	Business Owner Name	Phone Number	Unit Designation