Must be Completed Annually
Even if No Changes Occurred

Notify the Code Enforcement Office
of ANY CHANGE IN OCCUPANCY
within 10 days of the change

TENANT LISTING

Borough of West Reading
500 Chestnut Street, West Reading PA 19611
610-374-8273, ext. 238 Fax: 610-374-8419
wrcodes@westreadingborough.org

Location of Dwelling/Business _____

Number of Units Occupied _____ Number of Units Vacant _____

Owner Name _____

Owner's Home Mailing Address _____

_____Owner Email _____

Home Phone _____ Work Phone _____ Cell Phone _____

Please Print & List All Businesses & Residential Tenants

Date of move-in/out	Unit Description (i.e. Apt. 1, Unit A)	Tenants Name(s) with Children's Name(s) & Ages	Birth Date *	Family ** (Relation to each other)	Phone Number	Email Address

* Information requested but not required by law.

Signature _____ Date _____

**Family:

A = Aunt	F = Father	H = Head of Household	NE = Nephew	S = Son
B = Brother	FC = Foster Child	HH = Head of Household	NI = Niece	SI = Sister-in-Law
CO = Cousin	FI = Father-in-Law	HU = Husband	NR = Non-Related	SL = Son-in-Law
D = Daughter	G = Grand Child	M = Mother	O = Other	SS = Sister
DI = Daughter-in-Law	GM = Grandparent	MI = Mother-in-Law	R = Roomer	W = Wife

The Borough requests your compliance as required by Chapter 355 Rental Property, Section 355-5A Whoever, as owner or agent, rents or holds out to let any dwelling unit, rooming unity or other living unit subject to provisions of this article for a period in excess of 14 days shall supply the Code Enforcement Officer with the following information: (3) The name of each person occupying each dwelling unit, rooming unit or other living unit.

Any person who fails to comply with the provisions of this regulation shall upon conviction thereof, pay a fine of not less than $100 nor more than $1,000 and, in default of payment thereof, shall undergo imprisonment for a period not exceeding 30 days.

Please provide full names of all tenants, including children with their ages noted, also list any businesses.