

**Manchester Borough
Rental License Registration
Landlord Information**

Please check all that apply: New Owner Change of Tenant

**SECTION 1
NOTICE TO ALL LANDLORDS**

Landlords, please complete "Section 1" for each property that you own and provide "Section 2" to each tenant currently occupying the dwelling unit you own, and "Section 3" to your property management agent. When there is a "Change of Tenant", all new tenants will need to complete Section 2 and return to Manchester Borough, Borough Manager within twenty (20) days of receipt of the form. This allows us to provide accurate information to appropriate personnel in the event of an emergency. **All contact information is required and must be legible.**

Owner Information: Please print

Name: _____

Mailing Address: _____

Phone Number: _____ Email Address: _____

Please Print:

Name of Dwelling: _____

Address of Dwelling: _____

Number of Dwelling Units at Property Location: _____

Number of Dwelling Units Rented: _____

Identify Each Dwelling Unit by Unit Number or Designation:

(such as 1, 2, 3 or A, B, C or Upper/Lower or Front/Rear or 1st Floor etc.) If you need to add please use back

Unit Number/Designation: _____ Is this Unit Currently Occupied? _____

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As required under Ordinance No.2025-04, I hereby acknowledge it shall be the duty of every owner/agent of a residential rental unit within Manchester Borough to comply with this Ordinance and to keep and maintain the residential rental unit in compliance with the applicable codes and provisions of all other applicable State laws and regulations and local ordinances.

Electronic Signature Acceptance Statement

By signing below (electronically or otherwise), I acknowledge and agree that my electronic signature is the legal equivalent of my handwritten signature. I consent to the use of electronic records and signatures in connection with this document and understand that my electronic signature has the same validity and effect as a written signature on paper.

E-Signature: _____ Date: _____