



## TENANT REGISTRATION / MOVING PERMIT INFORMATION

Plumstead Township ordinance No. 6-5-90 requires all landlords register their rental properties with the Township using the Tenant & Lessee Registration Application and the Residential Moving Permit Application. The applications can be found on our website at [www.plumstead.org/forms.html](http://www.plumstead.org/forms.html)

### ANNUAL TENANT REGISTRATION

- Plumstead township requires an annual tenant registration for all rentals properties. The landlord must file an updated list of all residential tenants/ lessees no later than July 15<sup>th</sup>.
- The annual fee for your rental(s) in Plumstead township is \$10.00 per unit. Fees and paperwork are required even if the tenant(s) have not changed.

### TENANT REGISTRATION (when a new tenant moves in)

- Tenant registration is for new tenants.
- The fee for registering new tenants is \$10.00 per unit. you must complete an application and pay the associated fee when a new tenant occupies the rental.
- Landlords must register the names of all tenants and update the information as the tenant's change using the annual tenant registration application.

### MOVING PERMIT

- The moving permit is obtained when a rental passes an inspection performed by the Township's inspector.
- The inspection is required whenever a new tenant moves into a rental property and the moving permit is obtained when the moving inspection is passed.
- The fee for a moving permit is \$50.00.
- If your property does not pass the initial inspection, a re-inspection will be scheduled for a fee of \$25.00.
- The Township must receive payment and the completed application prior to scheduling inspections.
- Once the inspection is complete, the applicant/ owner will receive a copy of the permit.