

**BOROUGH OF SOUDERTON**  
**PROPERTY OWNER REGISTRATION**  
Registration Information for Calendar Year 2026 (Date)

**I. Property Address:** \_\_\_\_\_

**II. Name of Property Owner** \_\_\_\_\_

**Property Owner/Manager Emergency Phone No** \_\_\_\_\_

**Name of Contact** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**Owner/Property Manager of Building**

Initial/Annual registration (per building)

Fee \$ 75.00

A registration will be mailed each year for renewal. Owner is responsible to make correction and return the registration with updated information. If you own the commercial property and operate the sole business within the building no registration is required, however you must obtain a Business License.

- Residential inspection every 2 years      Fee \$ 37.50 per unit per year
- Business inspection every 2 years      Tenant responsible see fees below

**Business Occupant/Tenant**

Business License & includes Inspection every 2 years

Fee \$ 125.00

**III. Property Information**

Number of Commercial Units: \_\_\_\_\_

Number of Residential Rental Units: \_\_\_\_\_

Location of Off-Street Parking Areas: \_\_\_\_\_

**Provide information for each business operating within the property, use additional sheets as necessary.**

**Residential rental must include occupants over the age of 18 years of age.**

<b>Unit Location/Address:</b> _____ (i.e.: 123 2 <sup>nd</sup> St., Unit 1) <b>Tenant Information:</b> Business Name _____ Owner of Business _____ Mailing address _____ Email Address _____ Cell Phone Number/ Emergency Contact Number _____
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**Unit Location/Address:** \_\_\_\_\_ (i.e.: 123 2<sup>nd</sup> St., Unit 1)

**Tenant Information:**

Business Name \_\_\_\_\_

Owner of Business \_\_\_\_\_

Mailing address \_\_\_\_\_

Email Address \_\_\_\_\_

Cell Phone Number/ Emergency Contact Number \_\_\_\_\_

**Unit Location/Address:** \_\_\_\_\_ (i.e.: 123 2<sup>nd</sup> St., Unit 1)

**Tenant Information:**

Business Name \_\_\_\_\_

Owner of Business \_\_\_\_\_

Mailing address \_\_\_\_\_

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