



MILFORD BOROUGH

500 Broad St., Milford, PA 18337

Zoning: 570-296-4255 • Main: 570-296-7140 • Fax: 570-296-6877

Residential Tenant Registration

Property Address: _____ Unit # _____

Rental Date: _____ Number of Occupants: _____

Type of Lease: ☐ Monthly ☐ Annual ☐ Long-term - Indicate length of lease: _____

TENANT/LEASEHOLDER: *(Name of each tenant/leaseholder is required, additional contact information is optional)*

Name: _____

Phone # _____ Email: _____

Mailing address: _____

City, State, Zip: _____

TENANT/LEASEHOLDER:

Name: _____

Phone # _____ Email: _____

Mailing address: _____

City, State, Zip: _____

APPLICANT: Applicant is ☐ Owner ☐ Managing Agent

Printed Name of Applicant : _____

****Must be the name of the person signing the application**

I hereby certify that I am the owner of the above referenced property, or I have been authorized by the owner to make this application as his/her authorized agent, and further certify that all foregoing statements are true. By signing below, I hereby authorize the Borough Code Enforcement Officer, or such other individual or firm appointed by the Borough Council, to enter the premises for the purpose of inspection. I understand that an application must be made any time a change of tenancy occurs and that each change of tenancy requires an inspection of the unit to ensure the health, safety, and welfare of the resident. Failure to register a new tenant and/or allow the inspection of the unit is a violation of the Borough Code and may result in fines in accordance with the ordinance.

Signature of Applicant: _____ Date: _____

Unit inspections are only required at change of tenancy. If a unit is occupied at time of Rental Registration, a unit inspection will not be performed and a unit inspection fee is not required. The tenant registration form, however, is still required.

RENTAL UNIT INITIAL INSPECTION FEE: \$100.00 REINSPECTIONS: \$70.00 PAYABLE TO MILFORD BOROUGH

Any items found to require correction during the initial inspection must be completed within 45 days and re-inspected for compliance. Each re-inspection required incurs a \$70.00 fee payable to Milford Borough and must be paid prior to requesting an inspection.