



# New Britain Borough

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## Residential Rental Property Registration Form

Please complete the information below and return with a \$35.00 fee and copy of the lease.

Property Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Tenant Name: \_\_\_\_\_

Rental Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

TMP #: \_\_\_\_\_ (Tax Map Parcel number found on your property tax bill)

### **PROPERTY DESCRIPTION:**

**Basement** (check one):  Finished  Unfinished  No Basement

**1<sup>st</sup> Floor** (check all that apply):

Living Room  Kitchen  Dining Room  Bathroom  # of Bedrooms \_\_\_\_\_

**2<sup>nd</sup> Floor:**  # of Bedrooms \_\_\_\_\_  # of Bathrooms \_\_\_\_\_  Den  Loft  Kitchen

**3<sup>rd</sup> Floor:**  # of Bedrooms \_\_\_\_\_  # of Bathrooms \_\_\_\_\_  Den  Loft

Second means of escape egress available from (check one):  Basement  3<sup>rd</sup> Floor

Number of Smoke Alarms on: 1<sup>st</sup> Floor \_\_\_\_\_ 2<sup>nd</sup> Floor \_\_\_\_\_ 3<sup>rd</sup> Floor \_\_\_\_\_

## **Chapter 333: Rental Property Registration**

**(HISTORY:** Adopted by the Borough Council of the Borough of New Britain 02-11-1992 by Ord. No. 251. Amendments noted where applicable.)

### **333-1 Filing of Tenant Lists with Borough**

Each landlord, lessor and sub-lessor of property in the Borough of New Britain or the agent or manager of such landlord, lessor or sub-lessor, shall file with the Borough on or before July 15<sup>th</sup> of each year on a form prescribed and supplied by the Borough, a list of all resident tenants or resident lessees as of July 1<sup>st</sup> of each year.

### **333-2 Filing in Duplicate Required**

The above form, listing resident tenants and resident lessees, shall be filed in duplicate with the Borough.

### **333-3 Time Requirement for Changes to List**

Said list shall be supplemented within 15 days of the arrival of resident tenants or resident lessees not previously reported or of the departure of resident lessees or resident tenants previously reported.

### **333-4 Violations and Penalties**

Any person, partnership, corporation or other form of business association which shall violate any term or provision of this chapter, shall be subject to a fine of \$25.00 for the first offense, \$50.00 for the second offense and up to \$500 for each offense after the second offense and costs of prosecution for each and every offense.