



## BOROUGH OF KENHORST

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[www.co.berks.pa.us/muni/kenhorst](http://www.co.berks.pa.us/muni/kenhorst)  
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December

Re: Real Estate Registry Form – Ordinance #562

**To All Resident Owners:** Your compliance is required by Ordinance No. 562. In order to maintain our records for tax and utility billing purposes, please complete the Real Estate Registry Form located on the reverse side of this letter. Include your personal information and information for any businesses also conducted at that location. Kindly complete all data as accurately as possible.

**To All Owners of Rental Properties:** Your compliance is required by Ordinance No. 457 and Ordinance No. 562 to furnish a list of ALL tenants (including children) for any property you own in the Borough of Kenhorst. Please provide the full names of all tenants, dates of birth and phone numbers on the form located on the reverse side of this letter. If there are multiple units, please enter the Unit Designation (i.e., 1, 2, 3/A, B, C/Front/Rear). Include your personal information if you also RESIDE at the property, and include information for any businesses also conducted there.

Kindly fill in all data as completely and accurately as possible. Note that if you own rental dwelling units at any other location in the Borough, a separate form for each location must be on file. Enclosed are blank copies of the form to be individually completed for each of the rental properties on record with the Borough.

**Please take special note that every property owner who fails to submit the required information shall upon conviction in a summary proceeding be liable to a fine not exceeding \$1,000 plus costs and in default of payment thereof imprisonment, not exceeding 30 days.**

***A current Real Estate Registry Form must be on file for all Borough residential properties. You will be required to complete a Real Estate Registry Form annually. Please return the completed form(s) to the Borough Hall by not later than January 31,***

Forms can be mailed, faxed, scanned and emailed or directly deposited in the drop box located beside the main entrance to Borough Hall.

Sincerely,  
BOROUGH OF KENHORST

Brian Cole  
Manager

**BOROUGH OF KENHORST**  
**ANNUAL REAL ESTATE REGISTRY FORM - 20**\_\_\_\_  
 Per Chapter 358 of the Kenhorst Borough Book of Ordinances

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

Owner's Name & Mailing Address: \_\_\_\_\_

Owner's Phone Number (\_\_\_\_\_) \_\_\_\_\_

Email (Optional) \_\_\_\_\_

**If property is a Rental:**

Tenant's Phone Number if a rental – Unit# \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Tenant's Phone Number if a rental – Unit# \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Tenant's Phone Number if a rental – Unit# \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

Tenant's Phone Number if a rental – Unit# \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

No. of units in Building: \_\_\_\_\_ If rented: Number of Units occupied \_\_\_\_\_ No. of units vacant \_\_\_\_\_

**List ALL persons currently living in and/or using this address as their home address and  
 List ALL businesses occupying any units – include the business owner's name and contact information:  
 If additional space is needed, please attach separate page.**

Name (First, Middle, Last)	DOB YEAR	*Relationship Code	Gender	Unit#

**\*Relationship to Head of Household/Codes (required)**

H-Head of Household    P-Parent    S-Spouse    C – Child    O-Other, Please Explain

EMERGENCY CONTACT INFORMATION (OPTIONAL)

NAME and PHONE NUMBER not living with you

1. \_\_\_\_\_

2. \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**(Property Owner Signature - required)**

**ANNUAL REAL ESTATE REGISTRY FORM** - Please complete this form and return to Borough Hall by **JANUARY 31<sup>ST</sup>** and whenever a property transfer or change in rental status or occupancy occurs during the year. You may place the new completed form into the slot next to the main entrance. REGISTRY REQUIREMENT PER ORDINANCE #562- (Available on our Website – [www.co.berks.pa.us/muni/kenhorst](http://www.co.berks.pa.us/muni/kenhorst)).