

July 1, 2017

Dear Property Owner:

The Code of the Borough of Huntingdon, Chapter 184, requires the registration of rental property. Landlords are required to provide a list of tenants on a semi-annual basis.

Owners of real property situated in the Borough of Huntingdon, who rent or lease any parcel of real estate in whole or in part to any other person or persons, are required to file with the Borough Secretary a list of all such persons who rented real estate from the owner during the preceding six-month period. Reports are due January 31st and July 31st.

The list of renters shall include the name of each person 18 years or older who resided in said real estate for all or a portion of the six-month period. The fact that the owner of said real estate rents or leases any property for minimal or no rent to another person shall not exclude said owner from filing the required list.

If the property is no longer a rental or never was a rental, please fill out the form with that information and you will be removed from the rental list.

Please complete the attached form and return it to the Borough Office, 530 Washington Street, Huntingdon, PA 16652. Additional forms can be attained and the Landlord Rental Form Ordinance can be viewed at the borough's website at Huntingdonboro.com.

Should you have any questions, please do not hesitate to contact the Assistant Borough Secretary at (814) 643-3966 ext. 123.

Sincerely,

William W. Wheeler
Borough Manager

Enclosures