



BOROUGH OF DEER LAKE

238 LAKE FRONT DRIVE
DEER LAKE
ORWIGSBURG, PA 17961

deerlakeboro@gmail.com

570-968-4633

From the Office of: Borough Council

NOTICE TO PROPERTY OWNERS ANNUAL RESIDENT AND/OR LANDLORD REPORTING FORM

Dear Property Owner,

On May 8, 1990, the Borough of Deer Lake adopted Ordinance # 56 which required property owners to submit a current list of all **residential occupants**, as well as residential rental's and commercial businesses, to the Deer Lake Borough Office each year. The Borough needs to be compliant with the Federal Census requirements.

Ordinance # 82 adopted June 14, 2016 required all owners of rental property to apply with the Borough Code Enforcement Officer (Nick Hazlett, Hazlett Municipal Services 570-573-7195) for a **Rental Occupancy Permit**.

Please list EVERYONE regardless of age occupying the property. A separate form must be completed for each residential and/or commercial address. If the property is a multi-unit address, please list unit numbers. If a rental property is currently vacant or you are no longer renting residential/commercial units or operating a commercial business within the property, please indicate by writing "VACANT" in lieu of a name and note the date when the vacancy began. Please note all changes in tenancy since January 1 of current year.

Please return the enclosed form to the Borough Office or via email deerlakeboro@gmail.com **as an attachment** no later than March 31 of current year. If submission is via email, please title email "Residential and/or Landlord Reporting Form". A confirmation email will be sent back to you upon receipt. Additional forms are available at the Borough Office or online via the Borough's website: www.deerlakeboro.com

PLEASE COMPLETE THE FORM IN ITS ENTIRETY. All incomplete forms will be returned for your completion. Failure to report may result in the imposition of fines or imprisonment consistent with the Borough Ordinance # 56 & Ordinance #82.

If you have any questions regarding this notice or need further clarification, please contact Council President David B. Crouse 570-691-4109, Mayor Lawrence Kozlowski 570-789-1665 or the Borough Secretary at 570-968-4633. We thank you in advance for your cooperation.

Sincerely,
Borough of Deer Lake

BOROUGH OF DEER LAKE

238 Lake Front Drive
Orwigsburg, PA 17961

Phone: 570-968-4633
deerlakeboro@gmail.com
www.deerlakeboro.com

RESIDENTIAL &/or RENTAL REPORTING FORM

Please complete and return this form to either the above mailing address or via **email as an ATTACHMENT**. If submission is via email, please title email "Residential and/or Landlord REPORTING FORM". A confirmation email will be sent back to you upon receipt. Please note that a separate form must be completed for each property owned. Failure to report may result in the imposition of fines or imprisonment consistent with the Borough Ordinance #82 – 2016

*****If not, a rental indicate "**personal residence**" and list all occupants for Census records*****

Property Address _____ Number of Units _____

Owners Name _____ Owners Address _____ Owners Telephone Number _____

Manager's Name (if applicable) _____ Manager's Address _____ Manager's Telephone No. _____

Please list all tenants utilizing the above Property address:

Please note all changes of tenancy since January 1st. of the previous year. If property is currently vacant, please indicate by writing "VACANT" in lieu of name and note the date when vacancy began.

Name of Every Tenant or Business (if applicable)	Apartment # (if applicable)	Over 18 years of age? Yes or No	Beginning Date of Tenancy	End Date of Tenancy (if applicable)

Form prepared by (if not property owner): _____

I certify that the above information is correct and true to the best of my knowledge.

Preparer's Signature: _____ Date: _____