

HONEY BROOK BOROUGH RENTAL INSTRUCTIONS

Under the Honey Brook Borough Ordinances, Chapter 11, owners of properties in the Borough, which are leased or rented, must identify their tenants to the Borough. You are required to file this report, complete and full, by January 31st of each year. If no tenant changes have occurred over the last year a tenant registration report is still required to be filed with the Borough. Tenant changes must be reported to the Borough within thirty (30) days of execution of the lease (oral or written). Rental inspection on properties in which no tenant changes have been made must have a rental inspection every two (2) years. The Borough will contact you when an inspection is due for the rental property.

Failure to comply with the terms of this ordinance may result in a fine of up to \$1,000.00 or in default thereof, thirty (30) days imprisonment.

As the property owner, you are ultimately responsible for property bills and maintenance. Tenants cannot be held responsible by the Borough for property related issues. To find out more about Borough regulations, trash removal, recycling, permits and additional Borough news go to our website at www.honeybrookborough.net.

IF YOU NO LONGER LEASE YOUR PROPERTY, PLEASE INFORM THE BOROUGH AT 610-273-2020. PLEASE INCLUDE THE ADDRESS OF THE LEASED PREMISES, YOUR ADDRESS AND PHONE NUMBER AS THE LANDLORD.

If you have any questions please contact Anthony Campbell, Zoning/Code Enforcement Officer, at 610-931-3040. Tenant Registration forms are available on the Borough website at www.honeybrookborough.net or at the Honey Brook Borough Office.

Honey Brook Borough, 71 Pequea Avenue, PO Box 249, Honey Brook, PA 19344
Borough Office Hours: Monday/Wednesday/Friday 8AM to 1PM