

# RICHLAND TOWNSHIP TENANT IDENTIFICATION FORM

ADDRESS AND BUCKS COUNTY TAX MAP  
PARCEL NUMBER OF LEASED PREMISES:

NAME AND ADDRESS OF  
PROPERTY OWNER:

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**LIST ALL ADULTS RESIDING AT LEASE PREMISES 18 YRS & OLDER**

NAME \_\_\_\_\_ DATE OF OCCUPANCY: \_\_\_\_\_  
ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ DATE OF OCCUPANCY: \_\_\_\_\_  
ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ DATE OF OCCUPANCY: \_\_\_\_\_  
ADDRESS \_\_\_\_\_

**LIST FORMER TENANTS**

NAME \_\_\_\_\_ DATE OF DEPARTURE: \_\_\_\_\_  
FORWARDING ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ DATE OF DEPARTURE: \_\_\_\_\_  
FORWARDING ADDRESS \_\_\_\_\_

NAME \_\_\_\_\_ DATE OF DEPARTURE: \_\_\_\_\_  
FORWARDING ADDRESS \_\_\_\_\_

THIS FORM MUST BE COMPLETED AND RETURNED BY APRIL 15TH

This form is provided to you by Richland Township pursuant to Ordinance #79 (available for inspection at township office) for the purpose of more efficiently identifying residents of leased properties in order to collect taxes in a more equitable manner. All residents age 18 and above must be identified - even if no rent is charged and the individual is directly related to you. Please indicate if tenants are retired so they will not be added to the tax rolls. You are required to notify the Township of the identities of new tenants within 30 days of the execution of the lease (written or oral). **FAILURE TO RETURN THIS FORM OR OTHERWISE COMPLY WITH THE TERMS OF ORDINANCE #79 WILL RESULT IN A FINE, NOT TO EXCEED \$300.00.**

Complete and return this form to:

**Richland Township  
1328 California Road, Suite A  
Quakertown, PA 18951**

Additional forms are available at the above address or can be requested by phoning 215-536-4066.