



## NOTICE TO ALL OWNERS OF RESIDENTIAL UNITS WITHIN ALLEN TOWNSHIP

Please be advised pursuant to Chapter 11 of the Code of Allen Township, all landlords offering rental units within Allen Township are required to report to the municipality certain information.

**WHO MUST FILE:** ALL owners of property within the limits of Allen Township, Northampton County who have tenants aged 18 or older. A tenant is defined as any person residing in or at property owned by the landlord, whether related or unrelated to the landlord.

The due date of this report is no later than June 31 of the current year. A copy of the ordinance is available for inspection at the Allen Township Municipal Building, 4714 Indian Trail Road, Northampton, Pa. 18067.

Reporting may be accomplished on the form set forth in this notice, however this form is not mandatory. The Township will also accept a computer print-out from your records, providing it contains the following information.

- Name and address of the landlord
- Name, address, unit number, and telephone number of all individuals age 18 and over who are residing in the landlord's property as of March 1 of the reporting year.

Remit the completed report to:

Allen Township  
4714 Indian Trail Road  
Northampton, Pa. 18067

ALL INFORMATION SUBMITTED TO ALLEN TOWNSHIP PURSUANT TO CHAPTER 11  
IS DEEMED CONFIDENTIAL AND MAY BE USED ONLY BY PERSONS AUTHORIZED BY ALLEN TOWNSHIP  
FOR LAWFUL GOVERNMENTAL PURPOSES

LANDLORD REPORTING FORM

LANDLORD: \_\_\_\_\_  
Name and Address

TENANT NAME	ADDRESS	UNIT #	PHONE #