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## **Frequently asked questions regarding Tenant Registration**

**Do I still need to complete Tenant Registration if my relative is occupying my rental unit and not paying rent?**

*Yes. Anytime the property is non-owner occupied (meaning their name is not on the recorded deed) you still need to pay the filing fee and submit your form, in order for public safety to receive accurate tenant information.*

**Will the Borough use my tenant's information for soliciting purposes?**

*No. The Borough will only use tenant information for Borough related issues/emergencies.*

**Do I need to pay again if there is a change in tenant occupancy mid-year?**

*No. Once you've submitted/paid your tenant registration for the year, there is no additional cost to update tenant/owner information.*

**If I purchase the property mid-year and change the occupancy from owner occupied to a rental do I still need to complete Tenant Registration?**

*Yes.*

**If my property is being renovated do I need to complete tenant registration?**

*No. Please contact the front desk at the Borough Office so that we can put your Tenant Registration on hold until your renovations are complete, and your occupancy permit is current.*