

**PENN TOWNSHIP  
CUMBERLAND COUNTY, PENNSYLVANIA  
ORDINANCE #2015-07**

**TENANT- LANDLORD REPORTING ORDINANCE**

An ordinance requiring the landlords of Penn Township to report to Penn Township the names and addresses of all tenants occupying the premises owned by the landlord; and providing penalties for violation thereof.

**SECTION 1.**

The following words when used in this Ordinance shall have the meaning ascribed to them in this Section, except where the context clearly indicates or requires a different meaning:

- A. Person. Any natural person, partnership, association, firm or corporation.
- B. Landlord. Any person who leases or rents a residence within the boundaries of Penn Township to a tenant.
- C. Residence. Any house, room, mobile home, manufactured home, trailer, apartment, mobile home lot, or other dwelling unit or place of dwelling designed for the use of one or more persons as a place of abode, excluding hotel rooms, motel units and other similar accommodations for transient persons.
- D. Tax Collector. The duly elected or appointed official thereof.
- E. Tenant. Any person over eighteen (18) years of age who leases, rents or otherwise occupies a residence located within the boundaries of Penn Township, which residence has been leased, rented or otherwise granted permission for use, from a landlord.
- F. Township. The Township of Penn or any elected or appointed official thereof.
- G. Rental Unit. Any structure within the Township occupied by someone other than the owner of the real estate as determined by the most current deed and for which the owner of the said parcel of real estate received by any value, including but not limited to money, or the exchange of services. Each apartment within a building is a separate structure requiring registration.

- It shall be the responsibility of the landlord/owner to notify the Township secretary within 15 days of any purchase or transfer of a rental unit.
- It shall be the responsibility of the rental unit landlord/owner to provide trash removal services in accordance with the Penn Township Garbage Collection Ordinance No. 2009-4.
- It shall be the responsibility of the rental unit landlord/owner to provide septic tank maintenance in accordance with the Penn Township Solid Waste Ordinance No. 2010-5.

**Township Ordinances**

1. The Landlord shall inform the tenant(s) of the public policies of following Township Ordinances:
  - A. Open Burning Ordinance 2015-02
  - B. Penn Township Junk/Nuisance Ordinance No. 2007-2
2. A synopsis of the above listed ordinances will be provided to the Landlord with the Landlord Registration Form. The landlord will provide the tenant(s) with a copy of the ordinance synopsis and have the tenant(s) sign the Landlord Registration Form acknowledging receipt.

**SECTION 2.**

Within thirty (30) days of the effective date of this Ordinance, each landlord shall submit to Penn Township, a list specifying the name and addresses of all tenants who occupy a residence leased, rented or permission otherwise granted by the landlord to a tenant.

**SECTION 3.**

**Landlord/Owner's Duties**

- A. **General** – It shall be the duty of every landlord to keep and maintain all rental units in compliance with all applicable State laws and regulations and local ordinances and to keep such property in good and safe condition.

## **B. Registration**

1. Every landlord/owner of a rental unit must register the unit with the Township Secretary within 30 days of enactment of this Ordinance by completing a Landlord Registration form. The Registration Form is available at the Township Office or on the Township website.
2. The landlord/owner of the rental unit must update the registration information on record within 15 days of any changes of the information provided on the registration form.
3. The landlord/owner of a rental unit shall notify the Township Secretary within 15 days of any tenant leaving, or new tenant occupying, renting or residing in the landlord/owner's rental unit. The Township Secretary shall have the duty to notify the Tax Collector of the notifications filed by the Landlord under this Ordinance.

## **SECTION 4.**

### **Fines and Penalties**

Whoever violates any of the provisions of this Ordinance, or rules and regulations established by the Board of Supervisors under this Ordinance, shall be punished by a fine of not more than two hundred dollars (\$200.00) and reasonable attorney fees plus costs. Each rental unit shall be considered a separate violation and subject to a separate fine. Any other costs incurred or caused as a result of the violation will be charged to the violator.

## **SECTION 5.**

### **Miscellaneous**

- A. The provisions of this Ordinance are severable. If any section, sentence, clause or phrase of this Ordinance shall be held illegal, invalid, or unconstitutional by any court of competent jurisdiction, such decision of the court shall not affect or impair the remaining sentences, clauses, or phrases of this Ordinance. It is hereby declared as the intent of the Board of Supervisors of Penn Township that this Ordinance would have been adopted had such invalid or unconstitutional section, sentence, clause or phrase not been included herein. Furthermore, it is the intent of this Ordinance to be supplementary to and not contrary to any laws of the Commonwealth of Pennsylvania or regulations of any of its executive agencies.

- B. All ordinances or parts of ordinances that are inconsistent herewith are hereby repealed
- C. This Ordinance shall take effect and be enforced from and after its approval as provided by law.

**SECTION 6.**

**Vacates**

This Ordinance herein vacates and repeals Ordinance 2000-2 and 2010-2 and replaces those ordinances with this Ordinance.

**DULY ENACTED AND ORDAINED** this 8th day of October, 2015, by the Board of Supervisors of Penn Township, Pennsylvania in public session duly assembled.

**PENN TOWNSHIP  
CUMBERLAND COUNTY,  
PENNSYLVANIA**

  
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**GARY MARTIN, Chairman**

  
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**KENNETH SHEAFFER, Vice Chairman**

  
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**AMOS SEIDERS, Supervisor**

**ATTEST:**

  
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**VICKI KNEPP, Secretary**