

CHAPTER 11

HOUSING

Part 1

Landlord Rental Reports

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Part 1

Landlord Rental Reports

§101. Purposes. This Part is enacted to provide for the uniform and equitable distribution of the tax levies in the Borough of Millheim and upon the inhabitants thereof and to promote the health, safety, morals and general welfare of the inhabitants of the Borough. (Ord. 217, 4/13/2004, §1)

§102. Definitions and Interpretation. As used in this Part, the following terms shall have the meanings indicated, unless a different meaning clearly appears from the context:

DWELLING UNIT - one (1) or more rooms used for living and sleeping purposes arranged for occupancy by one (1) family or by one (1) or more persons.

LANDLORD - a lessor, or person who acts as agent for the lessor, of any parcel of real estate located in the Borough, or a lessor, or person who acts as agent for the lessor, of any improvements on real estate or any building located in the Borough.

PERSON - any individual, partnership, association, firm, corporation or other legal entity. In this Part, the singular shall include the plural; the plural shall include the singular; and the masculine shall include the feminine and the neuter.

TENANT - a person, eighteen (18) years of age or older, or any person who is a wage earner, regardless of age, who has the use, either by himself or with others, of a dwelling unit owned by a person other than himself, for a period exceeding sixty (60) days.

(Ord. 217, 4/13/2004, §2)

§103. Reports by Landlords. Within thirty (30) days from the effective date of this Part, each landlord shall submit to the Borough Secretary a report form supplied by the Borough Secretary which includes the following information:

- A. List of the dwelling units owned by the landlord, located within the Borough limits, whether occupied or not occupied.
- B. Address of each dwelling unit.
- C. Brief description of each dwelling unit.
- D. Whether or not said dwelling unit is inhabited or utilized by tenants.
- E. Names of the tenant or tenants utilizing the aforementioned dwelling unit, if any.

(Ord. 217, 4/13/2004, §3)

§104. Reports by Persons upon Becoming Landlords. After the effective date of this Part, any person who becomes a landlord of any parcel of real estate or any improvement on real estate or building located in the Borough

by agreement of sale, by deed, or by any other means, shall, within thirty (30) days thereafter, report to the Borough Secretary the information and data set forth in §103 above, and on forms to be provided by the Borough Secretary. (Ord. 217, 4/13/2004, §4)

§105. Reports of Changes in Use or Occupancy. After the effective date of this Part, each and every landlord of property within the Borough shall report to the Borough Secretary on a report form to be supplied by the Borough Secretary, any change in the use or occupancy of any dwelling unit owned by such landlord. The reported change shall include the name or names of new tenants of such dwelling unit, the date when such change was effected, and the forwarding address of the old tenant or tenants if known. A landlord of a hotel, inn or boarding house shall not be required to report a person as a "tenant" until that person has resided in such landlord's establishment for a period exceeding sixty (60) days. In the event that a dwelling unit was used or utilized by a tenant and then becomes vacant, this change shall also be reported to the Borough Secretary. All reports required by this Section shall be made within ten (10) days after a landlord has knowledge that such a unit has had a change in occupancy or has become vacant. (Ord. 217, 4/13/2004, §5)

§106. Duties of the Borough Secretary. The Borough Secretary, under the authority of this Part, shall:

A. Maintain on file at the Borough office, the names of the landlords owning dwelling units in the Borough, said list to include the names of the current tenants of said dwelling units.

B. Maintain a supply of forms for landlords to use in making reports to the Borough Secretary as required by §§103, 104 and 105 of this Part.

C. Notify the Fire Chief of the Millheim Fire Company of the address and description of any dwelling unit that is vacant, unoccupied and not in use.

(Ord. 217, 4/13/2004, §6)

§107. Penalties. Any person who shall violate any provision of this Part shall, upon conviction thereof, be sentenced to pay a fine of not more than three hundred dollars (\$300.00) plus court costs, and in default of payment, to imprisonment for a term not to exceed thirty (30) days. (Ord. 217, 4/13/2004, §7)