

Chartiers Township
Landlord – Tenant Reporting Form

Date: _____

Landlord/Owner(s) _____

Full Name(s)

Address: _____

(Landlord's) Street

Landlord's Phone Number _____ - _____ - _____

Rental Property Address: _____

Type of Unit: Single Dwelling Duplex Multi-Apt. Number of Units Commercial

Check if Vacant:

Tenant(s) Name: _____ Phone# _____ - _____ - _____

_____ # _____ - _____ - _____

_____ # _____ - _____ - _____

_____ # _____ - _____ - _____

_____ # _____ - _____ - _____

Use Additional Sheets If Necessary

Section 4 of Ordinance #358 of 2016:

After the effective date of this amendment, each and every landlord of property within Chartiers Township shall report annually to the Township on this form. Report any change(s) in the use or occupancy of any dwelling unit or business unit owned by such landlord. A landlord of a hotel, boarding house, campground, and the like 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 thirty (30) days. All reports required by this Section shall be made within **ten (10) days** after the landlord has knowledge that such unit has a change of occupancy or has become vacant.

Section 6. Administrative Fee

Landlord, along with the Rental Occupancy Report shall pay a **yearly fee of \$10.00** for administration and recording of the provided information in said report.

Section 7. Violations and Penalties:

Any person, firm, or corporation who shall violate any provision of this part, upon conviction thereof in an action brought before a District Justice in the manner provided for the enforcement of summary offenses, shall be sentenced to pay a fine of not more than one thousand (\$1,000.00) dollars plus costs. Additionally, upon default of payment of said fines and costs, be sentenced to a term of imprisonment not to exceed ninety (90) days, if applicable. Each day that a violation shall be found, shall constitute a separate offense.