

LANDLORD-TENANT REPORTING FORM

Date _____

Complete Name of Owner/Owners (Landlord) _____

Address of Landlord: _____
Address City State Zip

Landlord Phone Number: () _____

Address of Rental Property: _____
Address City State Zip

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

Check if Vacant ___

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

Use additional sheet(s) 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 each year to the Township Manager on a form to be supplied by the Township Manager and change 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 administrative fee of \$10.00 to assist in the administration and recording of the information provided 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, 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.