

Chapter 11

Housing

Part 1

Landlord Occupancy Reports

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Part 1**Landlord Occupancy Reports****§11-101. Landlords Defined.**

A “landlord” is defined for the purpose of this Part as any person, or persons, natural or corporate, who, or it, allows other persons, natural or corporate, to occupy real estate or portions of real estate, owned by or in the control of the landlord.

(*Ord. 175, 7/12/1982, §1*)

§11-102. Landlords to File Occupancy Reports.

A landlord shall file occupancy reports with the Borough Secretary as follows:

A. On or before January 31, 1983.

B. Within 30 days after a new or additional person, natural or corporate, occupies all, or a portion of, real estate owned by, or in the control of, the landlord.

(*Ord. 175, 7/12/1982, §2*)

§11-103. Annual Certification to be Filed if No Change in Occupancy Occurs.

If no new or additional person, or persons, natural or corporate, have occupied all or a portion of the real estate owned by, or in the control of, the landlord since the filing of the most recent occupancy report, then, annually, on or before the 31st day of January each year the landlord shall file a certification to that effect with the Borough Secretary on forms available at the office of the Borough Secretary.

(*Ord. 175, 7/12/1982, §3*)

§11-104. Information on Occupancy Report.

An occupancy report shall contain the following information:

A. The name of all persons, natural or corporate, having a right to occupy real estate owned by, or in the control of, the landlord.

B. The complete mailing address of all persons, natural or corporate, so occupying.

C. The name, address and telephone number of the landlord.

D. Signature of the landlord.

(*Ord. 175, 7/12/1982, §4*)

§11-105. Penalty for Violation.

Any person, firm or corporation who shall violate any provision of this Part, upon conviction thereof in an action brought before a magisterial district judge in the manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure, shall be sentenced to pay a fine of not less than \$100 nor more than \$1,000 plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 90 days. Each day that a violation of this Part continues

or each Section of this Part which shall be found to have been violated shall constitute a separate offense. It shall be a separate violation: [*Ord. 2015-04*]

A. As to each person, natural or corporate, occupying all or a portion of real estate owned by, or in the control of, the landlord.

B. As to each failure to provide an occupancy report or certification of no change in occupancy when due.

C. As to each successive 30-day period following the due date of an occupancy report or certification of no change in occupancy.

(*Ord. 175, 7/12/1982, §5; as amended by Ord. 204A, 2/18/1989, §18; and by Ord. 2015-04, 12/14/2015*)

§11-106. Availability of Names and Addresses of Occupants; Duty of Secretary.

The Borough Secretary shall supply the names and addresses of all persons, natural or corporate, occupying real estate obtained by him hereunder, to the Oklahoma Borough Tax Collector and to all other officials and departments of the Borough requesting same for the proper performance of their duties.

(*Ord. 175, 7/12/1982, §6*)