

ORDINANCE NO. 200-2016

An ordinance of Pymatuning Township, Mercer County, Pennsylvania, requiring landlords of all rental property to formally notify the Township of all occupant information.

BE IT ENACTED AND ORDAINED by the Board of Supervisors of the Township of Pymatuning, and it is hereby Enacted and Ordained by the authority of the same as follows:

SECTION 1. This Ordinance supplements local laws, ordinances, and regulations existing within the Township as well as those of the Commonwealth of Pennsylvania. To the extent this Ordinance conflicts with any provision of the local law, ordinance, or regulation, or that of the Commonwealth, the provisions which are more restrictive or establish a higher standard shall prevail.

SECTION 2. Definitions.

Dwelling: A building, or structure, consisting of one or more rooms which are enclosed by one or more walls, for the housing, shelter, occupancy, use, and/or living or sleeping of one or more persons.

Landlord: An owner, lessor, sub-lessor, or one who acts as an agent therefor, of any real estate or dwelling located within the Township which is occupied by someone other than the owner. Landlord shall also include owners of mobile home parks which rent lots to individuals upon which a mobile home is placed or who rent the mobile home itself.

Rental Property: A property that is occupied, will, or may be offered, for occupancy by a person other than the owner of the dwelling.


Occupant: A person who has a right to occupy or use, or is occupying or using, a dwelling owned by an entity or person other than himself or his immediate family.


- Section 3.** Landlord shall file a "occupant report" for all rental properties, mobile home park lots, or mobile homes, within the Township. The property owner and/or landlord shall supply the address of all rental properties, units, mobile home lots, or mobile homes to the Township as provided herein.
- Section 4.** Owners of rental property shall file a "occupant report" at the frequency provided hereinafter, with regard to each rental property, unit, mobile home lot, or mobile home containing the name and address of all persons occupying rental properties, units, mobile home lots, or mobile homes.
- Section 5.** The Municipality will make available, at the Township building during regular business hours, a form for the owner and/or landlord to complete which will be compliant with the above.
- Section 6.** After the effective date of this Ordinance, every owner and/or landlord of a rental unit, mobile home lot, or mobile home within the Township shall report to the Code Enforcement Officer, on the report form prepared by the Municipality, all information required herein within thirty (30) days.


- Section 7.** Within ten (10) days of any rental unit, mobile home lot, or mobile home becoming vacant, or a change in occupancy, the owner and/or landlord shall report the change, and any new information with regard to occupants required by this Ordinance.
- Section 8.** Upon becoming an owner and/or landlord of a rental unit, mobile home lot, or mobile home for the first time, the owner and/or landlord shall report all the information required by this Ordinance within thirty (30) days of the owner and/or landlord becoming owner and/or landlord.
- Section 9.** No later than February 1 of each calendar year, the owner and/or landlord shall provide a list of all rental properties, mobile home lots or mobile homes as well as the name and address of all persons occupying same.
- Section 10. PENALTIES.** Any owner or landlord of rental property, mobile home lot, or mobile home, who fails, neglects, or refuses to register his or her property, or identify his or her occupants, or to notify of any change as required by this Ordinance shall be fined, and required to pay \$200.00 upon conviction for a First Offense; \$350.00 upon conviction for a Second Offense; \$600.00 upon conviction of each and every subsequent offense.

Each failure with regard to each separate rental property, mobile home lot, or mobile home shall be a separate offense.

I APPROVE THE ORDINANCE ABOVE:


Gary Lowers


Edward N. Robinson, III


John R. Miller



1. Identity of owner:

- i. Name: _____
- ii. Address: _____

- iii. Telephone Number: _____
- iv. E-mail address: _____

2. Number of Rental Units, Mobile Home Lots, or Rentable Mobile Homes at each property: _____

3. Identification of Occupant:

- i. Name: _____
- ii. Address: _____

- iii. Length of Lease (i.e. month to month, year to year, etc.):

- iv. Date of Commencement of the Lease: _____

Mailed to Mercel
10-24-16