



READING TOWNSHIP • ADAMS COUNTY
50 CHURCH ROAD, EAST BERLIN, PA 17316
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LANDLORD/ TENANT REPORT

In accordance with Reading Township Code of Ordinances #2014-01, §11-103; §11-104; §11-105 this form must be completed and filed with the Township within 30 day of becoming a landlord of any parcel of real estate, or any improvement on real estate or building (residential or business). This form must also be completed and filed with the Township within 10-days of any changes in occupancy.

Date of Application: _____

RENTAL INFORMATION:

Address: _____

Rental Type: Residential or Business (circle one)

CURRENT TENANT INFORMATION:

Vacancy: If YES = skip to previous tenant information. If NO = proceed to tenant name(s).

Name of Tenant(s): _____

Address (if other than rental address): _____

Phone: _____ Cell: _____ Email: _____

Effective Dates of Rental Agreement: _____ to _____

PREVIOUS TENANT INFORMATION:

Name of Tenant(s): _____

Forwarding Address: _____

Phone: _____ Cell: _____ Email: _____

OWNER INFORMATION:

Name of Owner(s): _____

Mailing Address: _____

Phone: _____ Cell: _____ Email: _____

NOTE:

- A report must be filed on **EACH** rental unit. Contact the Township Office for additional forms or go to www.readingtowship.com to print additional copies for submission.
- Anyone who shall violate any provision of this ordinance shall, upon being found liable, pay a fine of not more than \$600 plus all court costs, including reasonable attorney's fees incurred by the Township.
- Fine imposed shall be established by the officer who determines that a violation has occurred. Notice shall be given by personal delivery or certified mail.
- Failure to pay the fine shall result in civil enforcement proceedings with the district justice.

I certify all statements on this form are correct. Also, I have read and understand all requirements.

Owner/Applicant Signature: _____ **Date:** _____

THANK YOU FOR YOU COOPERATION

FOR TOWNSHIP OFFICAL USE ONLY

Date received by Township: _____

Date sent to the Reading Township Police: _____ (VACANT ONLY)

Date sent to the Hampton Fire Department: _____ (VACANT ONLY)

cc: Owner - File - Fire Department - Police Department

Part 1**Landlord Reports****§11-101. Purposes.**

This Part is enacted to provide for the uniform and equitable distribution of the tax levies in the Township of Reading and upon the inhabitants thereof and to promote the health, safety, morals and general welfare of the inhabitants of the Township.

(Ord. 1987-2, 7/16/1987, §11-101)

§11-102. 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:

Business unit—a parcel of real estate, with or without improvements located thereon utilized by any person or persons for any commercial activity or purpose.

Dwelling unit—one or more rooms used for living and sleeping purposes arranged for occupancy by one family or by one or more persons.

Landlord—a lessor, or person who acts as agent for the lessor, of any parcel of real estate located in the Township of Reading, or a lessor, or person who acts as agent for the lessor, of any improvements on real estate or any building located in the Township.

Person—any individual, partnership, association, firm or corporation.

Tenant—a person who has the use, either by himself or with others, of a dwelling unit or a business unit owned by a person other than himself, for a period exceeding 30 days.

(Ord. 1987-2, 7/16/1987, §11-102)

§11-103. Reports by Landlords.

Within 30 days from the effective date of this Part, each landlord shall submit to the Township Secretary, a report form supplied by the Township Secretary, which includes the following information:

A. List of the dwelling units and business units owned by the landlord, located within the Township of Reading limits, whether occupied or not occupied.

B. Address of each dwelling unit and business unit.

C. Brief description of each dwelling unit or business unit.

D. Whether or not said dwelling unit or business unit is inhabited or utilized by tenants.

E. Names of the tenant or tenants utilizing the aforementioned dwelling unit or business unit, if any.

(Ord. 1987-2, 7/16/1987, §11-103)

§11-104. 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 Township of Reading by agreement of sale, by deed, or by any other means, shall, within 30 days thereafter, report to the Township Secretary the information and data set forth in §11-103, above, and on forms to be provided by the Township Secretary.

(Ord. 1987-2, 7/16/1987, §11-104)

§11-105. Reports of Changes in Use or Occupancy.

After the effective date of this Part, each and every landlord of property within the Township of Reading shall report to the Township Secretary on a report form to be supplied by the Township Secretary, any change in the use or occupancy of any dwelling unit or business unit owned by such landlord. The reported change shall include the name or names of new tenants of such dwelling unit or business 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 30 days. In the event that a dwelling unit or business unit was used or utilized by a tenant and then becomes vacant, this change shall also be reported to the Township Secretary. All reports required by this Section shall be made within 10 days after a landlord has knowledge that such a unit has had a change in occupancy or has become vacant.

(Ord. 1987-2, 7/16/1987, §11-105)

§11-106. Duties of the Township Secretary.

The Township Secretary, under the authority of this Part, shall:

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

B. Maintain a supply of forms for landlords to use in making reports to the Township Secretary as required by §§11-103, 11-104 and 11-105 of this Part.

C. Notify the Chief of Police and the Fire Chief of the Township of Reading of the address and description of any dwelling unit or business unit that is vacant, unoccupied and not in use.

(Ord. 1987-2, 7/16/1987, §11-106)

§11-107. Penalties.

Any person, firm, entity or corporation who shall violate any provisions of this Part shall, upon being found liable thereof in a civil enforcement proceeding commenced by Reading Township, pay a fine of not more than \$600 plus all court costs, including reasonable attorney's fees incurred by Reading Township. The Reading Township Police Department, the appropriate enforcement officers of Reading Township or other appropriate officers or authorized agents on behalf of Reading Township shall have the power to enforce the provisions of this Part. The amount of the fine imposed for the violation of this Part shall be established by the officer who determines that a violation has occurred. Notice of the violation of this Part and the amount of the fine imposed shall be given by personal delivery or by certified mail to the person or entity violating

this Part. If the person or entity violating this Part fails or refuses to pay the fine imposed within the period specified within the notice of the violation of this Part, the Township, or an officer or authorized agent thereof, shall file a civil enforcement proceeding with the district justice to enforce the fine imposed.

(*Ord. 1987-2, 7/16/1987, §11-107; as amended by Ord. 1996-3, 12/9/1996, §2*)

The first of the two main parts of the book is devoted to a discussion of the various forms of the verb 'to be' and the various forms of the verb 'to have'. The second part of the book is devoted to a discussion of the various forms of the verb 'to do' and the various forms of the verb 'to go'.