

**ORDINANCE NUMBER 3 OF 2007**

**AN ORDINANCE REGULATING RESIDENTIAL RENTAL UNITS WITHIN THE BOROUGH OF THROOP**

*WHEREAS, residential rental properties and tenants therein are not accurately represented in trying to determine total number of inhabitants within Throop Borough.*

*NOW THEREFORE, it is hereby resolved and ordained by the Borough of Throop Council as follows:*

**SECTION 1: ANNUAL REGISTRATION OF RESIDENTIAL TENANTS**

*Beginning on April 1, 2007 and on the first day of each calendar year thereafter, any person, association or corporation owning or managing property located within Throop Borough, which property is rented, leased, subleased or otherwise for a period of greater than sixty (60) days per year shall furnish to Throop Borough the following information:*

- a. A list of the dwelling units and business units owned by the landlord located within the Borough of Throop limits whether occupied or not occupied.*
- b. Address of each dwelling unit and business unit.*
- c. Whether or not said dwelling unit or business unit is inhabited or utilized by tenants; and*
- d. The names of the tenant(s) utilizing the aforementioned dwelling unit or business unit, if any.*

*Such report shall be on a form prescribed of Throop Borough and may be picked up at the Borough Building during office hours.*

**SECTION 2: REGISTRATION OF RESIDENTIAL TENANTS REQUIRED UPON OCCUPANCY**

*Any person, association or corporation owning or managing property located in Throop Borough, upon leasing or renting such property shall furnish to Throop Borough the name and address of the tenant or tenants within thirty (30) days from the date of the execution of the lease or, in the event no written lease is executed, then within thirty (30) days from the date of occupancy of the said premises by the tenants or tenants.*

**SECTION 3: NEW OWNER'S INITIAL REPORT**

*After the effective date of this Ordinance, any person who becomes a Landlord of any parcel of real estate or any improvement on real estate or building located in the Borough by Agreement of Sale, by Deed, or by any other means, shall within thirty (30) days thereafter, report to the Borough Secretary the aforementioned information requested on the form provided by the Borough Secretary.*

**SECTION 4: REPORT OF CHANGE IN OCCUPANCY**

*After the effective date of this Ordinance, each and every Landlord of property within the Borough shall report to the Borough Secretary on a report form to be supplied by the Borough Secretary, any change in the use of 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 the such change was effected, and the forwarding address of the old Tenant(s) 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 period exceeding thirty (30) days. In the event that a dwelling unit or business unit was used or utilized by a Tenant(s) and then becomes vacant, this change shall also be reported to the Borough's Secretary. All reports in this section shall be made within ten (10) days after a Landlord has knowledge that such unit has had a change in occupancy or has become vacant.*

**SECTION 5: ENFORCEMENT**

The Borough Code Enforcement Officer along with the Throop Police Department or such other individual or firm appointed by Borough Council shall administer this Ordinance in accordance with its terms and shall be responsible for instituting enforcement proceedings on behalf of the Borough.

**SECTION 6: RECORDKEEPING**

The Secretary under the authority of this part, shall:

- a. maintain on file at the Borough's office the names of the Landlord's owning dwelling units and business units in the Borough, said list to include 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 Borough Secretary as required by this Ordinance; and
- c. notify the Chief of Police and the Fire Chief of Throop Borough of the addresses and description of any dwelling unit or business unit that is vacant, unoccupied and not in use.

**SECTION 7: FAILURE TO COMPLY**

This Ordinance is enacted by the Council of the Borough of Throop under the authority of the Act of the Legislative, as amended, December 12, 1990, P.L. 1994, No. 220, and any other applicable law arising under the laws of the Commonwealth of Pennsylvania.

Approved this 26th day of March, 2007

  
Thomas J. Lukaszewicz, Council President

  
Stanley Lukowski, Mayor

Attest:

  
Christina Sullivan, Secretary