

CHAPTER 11

HOUSING

Part 1

Landlord Tenant Reports

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Part 1

Landlord Tenant Reports

§101. Purposes. This Part is enacted to provide for the uniform and equitable distribution of the tax levies in the Borough of Halifax upon the inhabitants thereof and to promote the health, safety, morals and general welfare of the inhabitants of the Borough of Halifax. (Ord. 173, 8/3/1998, §1)

§102. Definitions and Interpretation. As used in this Part, the following terms shall have 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 (1) or more rooms used for living and sleeping purposes arranged for occupancy by one (1) family or by one (1) or more persons.

LANDLORD - a lessor or person who acts as agent for the lessor of any parcel of real estate located in the Borough of Halifax, or a lessor or person who acts as agent for the lessor of any improvements on real estate or any building located in the Borough of Halifax.

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 of a business unit owned by a person other than himself, for a period exceeding thirty (30) days.

(Ord. 173, 8/3/1998, §2)

§103. Reports by Landlords. Within thirty (30) days from the effective date of this Part, each landlord shall submit to the Halifax Borough Secretary a report form supplied by the Halifax Borough Secretary which includes the following information:

A. List of dwelling units and business units owned by the landlord located within the Borough of Halifax 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 tenants utilizing the aforementioned dwelling unit or business unit, if any.

(Ord. 173, 8/3/1998, §3)

§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 improvements on real estate or building located in the Borough of Halifax by agreement of sale, by deed or by any other means, shall within thirty (30) days thereafter report to the Halifax Borough Secretary the information and data set forth in §103 above, and on the forms to be provided by the Halifax Borough Secretary. (Ord. 173, 8/3/1998, §4)

§105. Reports of Changes in Use or Occupancy. After the effective date of this Part, each and every landlord of property within the Borough of Halifax shall report to the Halifax Borough Secretary on a report form supplied by the Halifax Borough 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 thirty (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 Halifax Borough Secretary. All reports required by 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. (Ord. 173, 8/3/1998, §5)

§106. Duties of Halifax Borough Secretary. The Halifax Borough Secretary, under the authority of this Part, shall:

A. Maintain on file at the Halifax Borough Office, the names of then landlords owning dwelling units and business units in the Borough of Halifax, 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 Halifax Borough Secretary as required in §§103, 104 and 105 of this Part.

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

(Ord. 173, 8/3/1998, §6)

§107. Penalties. Any person who shall violate any provision of this Part shall, upon conviction thereof, be sentenced to pay a fine of not more than six hundred dollars (\$600.00), and in default of payment, to imprison-

ment for a term not to exceed thirty (30) days. (Ord. 173, 8/3/1998, §7)

**Landlord Report Form
Required Under Halifax Borough Ordinance 173**

The Halifax Borough Council has adopted an Ordinance requiring all landlords to provide the Borough with the addresses of all rental units and the names and addresses of the tenants occupying said rental units. Landlords are also required to provide the Borough with any changes in tenants as they occur. This form has been designed to assist the landlord in providing said information to the Borough. A complete copy of the Ordinance is available upon request from the Borough Secretary.

1. Name of Landlord: _____

Home Address of Landlord: _____

Home Telephone # of Landlord: _____

2. Address of Rental Unit(s) Owned by Landlord: _____

3. Name and Address(es) of current tenants occupying rental units(if tenant has a P.O. box, please provide both P.O. box # and physical address): _____

(Please attach separate sheet if additional space is necessary)

4. The following portion of the form is to be used when there is a change of tenant(s) in an occupied rental unit.

A. Name of former tenant: _____

B. Forwarding address for former tenant: _____

C. Name of new tenant: _____

D. Address of new tenant: _____

E. Date of occupancy of new tenant: _____

Date: _____ Landlord Signature: _____

Mail to:
Halifax Borough
PO Box 419
Halifax, PA 17032