

## CHAPTER 11

### HOUSING

#### PART 1

#### LANDLORD REPORTS

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**PART 1**

**LANDLORD REPORTS**

**§101. PURPOSES.**

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

(Ord. 328, 9/8/1986, §1)

**§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 Borough of New Oxford, 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 New Oxford.

**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. 328, 9/8/1986, §2)

**§103. REPORTS BY LANDLORDS.**

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

- A. List of the dwelling units and business units owned by the landlord, located within the Borough of New Oxford limits, whether occupied or not occupied.
- B. Address of each dwelling unit and business unit.

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- 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. 328, 9/8/1986, §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 improvement on real estate or building located in the Borough of New Oxford by agreement of sale, by deed, or by any other means shall, within 30 days thereafter, report to the Borough Secretary the information and data set forth in §103, above, and on forms to be provided by the Borough Secretary.

(Ord. 328, 9/8/1986, §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 New Oxford shall report to the Borough Secretary on a report form to be supplied by the 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 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 Borough 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. 328, 9/8/1986, §5)

### **§106. DUTIES OF THE BOROUGH OF NEW OXFORD SECRETARY.**

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

- A. Maintain on file at the Borough of New Oxford office, the names of the landlords owning dwelling units and business units in the Borough of New Oxford, 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 Borough Secretary as required by §§103, 104 and 105 of this Part.
- C. Notify the Chief of Police and the Fire Chief of the Borough of New Oxford of the address and description of any dwelling unit or business unit that is vacant, unoccupied and not in use.

(Ord. 328, 9/8/1986, §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 \$600 plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 30 days. Each day that a violation of this Part continues shall constitute a separate offense.

(Ord. 328, 9/8/1986, §7; as amended by Ord. 384, 6/7/1999)

