

# **Chapter 11**

## **Housing**

### **Part 1 Landlord Reports**

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**Part 1****Landlord Reports****§11-101. Landlords to File Annual Reports on Properties.**

A duty is hereby imposed on every landlord, person or entity owning rental real property within the Borough to file a written tenant report with the Borough Code Enforcement Officer or Borough Secretary as directed which identifies each property by number, street and block/lot, names each tenant and all persons or entities doing business in or residing in any property including the relationship and approximate ages of individuals.

(*Ord. 415, 12/10/2014, §3*)

**§11-102. Reports Filed Annually in the Month of January of Each Year.**

The written, signed tenant reports must be filed annually in the month of January of each year commencing with January, 2015. The provisions of this Section may be amended from time to time by Borough Council by simple resolution and by giving notice to landlords and posting the revised dates and number of annual reports.

(*Ord. 415, 12/10/2014, §3*)

**§11-103. Designated Agent.**

All owners of rental properties, hereinafter called landlords, who do not maintain a place of business, an office or who do not reside within a distance of 50 miles of Chalfant Borough, must have a designated agent. The purpose of the designated agent is to assist the Borough and its agents in enforcing Borough building and property maintenance codes. The designated agent shall be authorized to accept service of legal process on behalf of the owner for any citation or complaint for any violation of a Borough ordinance.

A. The agent so designated must have a functioning business office or reside within 50 miles of Chalfant Borough. The landlord must identify the agent on a form to be supplied by the Code Enforcement Officer or Borough Secretary setting forth the name, address and phone number of such agent. The form shall be signed by the landlord or an authorized representative and shall specifically authorize the named agent to deal with any and all problems concerning Borough or police action which arise concerning the property.

B. The agent designation report must be filed with the Code Enforcement officer no later than January 31, 2015, and renewed each year thereafter by January 31 of each successive year.

(*Ord. 415, 12/10/2014, §3*)

**§11-104. Enforcement.**

The Code Enforcement Officer or such other person named by Council to enforce the provisions of this Part is given the authority to create forms for the above purposes and to include any additional data or information relative to the properties, the agents or tenants as he or she sees fit. He shall further have authority to prosecute violators

of this Part.

(*Ord. 415, 12/10/2014, §3*)

**§11-105. Penalties.**

If any landlord, person, real property owner, their agents, managers, employees or any person or entity responsible for the filing of such tenant report fails to timely submit the same or submits a report with inaccurate data, he, she or it shall be subject to a civil penalty up to \$1,000 per violation. If any landlord, person, real property owner fails to timely deliver a signed written, accurate document identifying such agent with all information as required herein he, she or it will be subject to a civil penalty up to \$1,000 per violation. Every day the for which the tenant or agent report has not been filed or for which a faulty report has not been amended shall constitute a separate violation.

(*Ord. 415, 12/10/2014, §3*)

**§11-106. Effective Date.**

This Part shall take effect on January 1, 2015.

(*Ord. 415, 12/10/2014, §3*)