

**HEIDELBERG TOWNSHIP
LEBANON COUNTY
ORDINANCE NO: 135**

**AN ORDINANCE OF THE TOWNSHIP OF HEIDELBERG, COUNTY
OF LEBANON, PENNSYLVANIA, REQUIRING ALL OWNERS OF
RESIDENTIAL RENTAL PROPERTIES TO PERIODICALLY
REGISTER THEIR TENANTS', AND OTHER ADULT HOUSEHOLD
OCCUPANTS', NAMES AND ADDRESSES WITH THE TOWNSHIP,
AND IMPOSING PENALTIES FOR VIOLATION THEREOF.**

It is hereby ENACTED AND ORDAINED by the Board of Supervisors of Heidelberg Township, Lebanon County, Pennsylvania, as follows:

SECTION 1. PURPOSE

The Township of Heidelberg recognizes a need for registration of leasehold residential units within the Township in order to ensure appropriate identification of adult residents of the Township for registration and taxation purposes. The Township recognizes that the most efficient system to provide for the registration of all adult residential leasehold tenants and other adult household occupants is to require the landlord to file periodic notices with the Township identifying its residential lessees, and to the extent known, any other adult individuals residing in the same household.

SECTION 2. DEFINITIONS

The following words and phrases, when used in this Ordinance, shall have the meanings given to them in this Section:

A. Residential Landlord – Any person, partnership, corporation and/or similarly organized entity which either own and/or manage any residential leasehold units and/or properties located in Heidelberg Township.

B. Residential Leasehold Units and/or Properties – Specifically includes, but not limited to, all apartment units, housing units, duplexes, cabins, entire homes, boarding houses, shelters, hunting camps, campgrounds and lot rentals utilized for the location of mobile and/or manufactured homes thereon where persons reside for a period of one month or more.

C. Township – Township of Heidelberg, Lebanon County, Pennsylvania (Township Municipal Office: 111 Mill Road, Schaefferstown, Pennsylvania 17088).

SECTION 3. REGISTRATION REQUIREMENTS

No residential landlord shall hereafter occupy, allow to be occupied or let to another person for occupancy, any residential leasehold unit and/or property situate within the Township of Heidelberg unless said Residential Landlord notifies the Township, in writing, within thirty (30) days after said occupancy, of the name, address and number of person(s) occupying each specific residential leasehold unit and/or property. The written registration shall contain the following minimum information:

- a. Name, address and telephone number of the property owner;
- b. Name, address and telephone number of the designated local property manager, if the property owner lives outside the Township and/or has a property manager;
- c. The street address of the residential leasehold unit and/or property; and
- d. The name of each tenant listed on the written lease or otherwise obligated to make rental payments to the property owner, his and/or her place of employment and address of employer, and if known to owner/landlord, the names of all other occupants of the unit who are eighteen (18) years of age or older and said individual's place of employment and address of employer.

SECTION 4. REGISTRATION TIME PERIOD

A written registration for each residential leasehold unit and/or property shall be filed with the Township at the Township Office, by January 30th of each calendar year and, then throughout the year whenever there is a change of residential lessees and household occupants as set forth above. All written registrations required by this Ordinance shall be forwarded to the Township within sixty (60) days after enactment hereof for the first year. Landlord Registration Forms are available at the Heidelberg Township Office during regular business hours.

SECTION 5. FEES

No fee shall be charged for submission of said written registration.

SECTION 6. PENALTY

Any person, partnership, corporation and/or other entity violating any provision of this Ordinance shall be fined not less than \$25.00 nor more than \$500.00 for each offense. A separate offense shall be committed for each day during or for which a violation occurs or continues to exist.

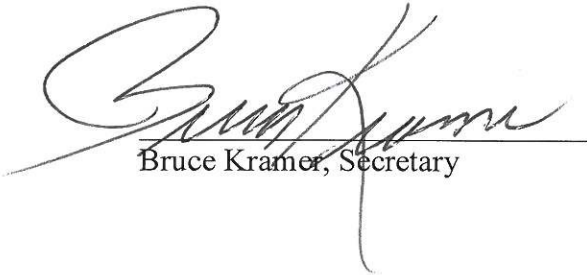
SECTION 7. SEVERABILITY

If any sentence, clause, section or part of this Ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared as the intent of the Board of Supervisors that this Ordinance would have been adopted had such unconstitutional, illegal or invalid provision or any part thereof not been included herein.

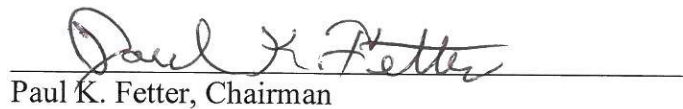
ORDANINED AND ENACTED by the Board of Supervisors of Heidelberg Township, Lebanon County, Pennsylvania, on the 26th day of December, 2012.

ATTEST:

HEIDELBERG TOWNSHIP SUPERVISORS



Bruce Kramer, Secretary



Paul K. Fetter, Chairman



Donald Gettle, Vice Chairman



Bruce Kramer, Secretary Treasurer