

**NOTTINGHAM TOWNSHIP**  
**Washington County**

**Ordinance No. 103**

AN ORDINANCE OF THE TOWNSHIP OF NOTTINGHAM, COUNTY OF WASHINGTON, PENNSYLVANIA, REQUIRING ALL OWNERS OF RESIDENTIAL RENTAL PROPERTIES TO PERIODICALLY REGISTER THEIR TENANTS' NAMES AND ADDRESSES WITH THE TOWNSHIP AND IMPOSING PENALTIES FOR VIOLATION THEREOF.

**SECTION 1. PURPOSE**

The Township of Nottingham recognizes a need for registration of residential units within the township in order to ensure appropriate identity of various residents of the Township for registration and taxation purposes. The Township recognizes that the most efficient system to provide for these rental occupant's registration is to require the landlord to file periodic notices with the Township identifying its residential lessees.

**SECTION 2. REGISTRATION REQUIREMENTS**

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

1. Name, address and telephone number of the property owner;
2. Name address and telephone number of the designated local property manager, if the property owner lives outside the Township and has a property manager;
3. the street address of the rental property; and
4. The number of occupants and names of the individuals occupying said unit.

**SECTION 3. REGISTRATION TIME PERIOD**

A registration for each residential unit shall be filed by January 30<sup>th</sup> of each calendar year and, then throughout the year whenever there is a change of occupants as set forth above. All registrations under this Ordinance shall be forwarded to the Township within sixty (60) days after enactment hereof for the first year.

**SECTION 4. RECORDS**

The Township Secretary shall maintain a record of all reported rental properties and occupants thereof.

**SECTION 5. ENFORCEMENT**

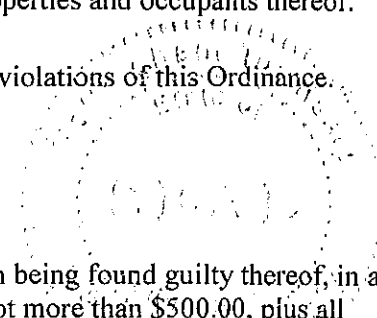
The Township Zoning Officer shall investigate all reported or suspected violations of this Ordinance.

**SECTION 6. FEES**

No fee shall be charged for this registration.

**SECTION 7. PENALTIES**

Any person who shall violate any provision of this Ordinance shall, upon being found guilty thereof, in a Court of competent jurisdiction, pay a fine of not less than \$50.00 and not more than \$500.00, plus all court costs, including reasonable attorney fees incurred by the municipality and in default of the payment of such fine, costs and fees, be imprisoned for a term not to exceed thirty (30) days. Each day's violation shall be deemed a separate offense.



**SECTION 8. REMEDIES NOT EXCLUSIVE**

The remedies provided herein for the enforcement of this Ordinance, or any remedy provided by law, shall not be deemed mutually exclusive; rather they may be employed simultaneously or consecutively, at the option of the Nottingham Township Board of Supervisors.

**SECTION 9. REPEALER**

All ordinances or parts of ordinances which are inconsistent or conflict with the provisions of this Ordinance are herewith repealed to the extent of such conflict or inconsistency.

**SECTION 10. SEVERABILITY**

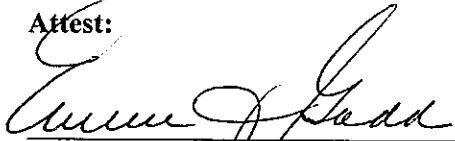
If any sentence(s), clause(s), section(s), or part(s) of this Ordinance is for any reason found to be unconstitutional, illegal, or invalid, such unconstitutionality, illegality, or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance.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

**SECTION 11. EFFECTIVE DATE OF ORDINANCE**

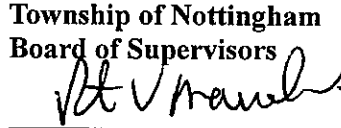
This Ordinance shall become effective on the date of adoption.

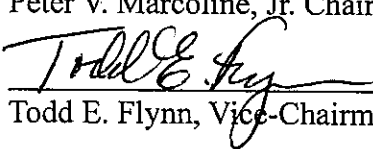
Ordained and enacted this 3rd day of September, 2013.

Attest:

  
Emilie J. Gadd, Secretary

Township of Nottingham  
Board of Supervisors

  
Peter V. Marcoline, Jr. Chairman

  
Todd E. Flynn, Vice-Chairman

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Douglas S. King, Supervisor

