

TOWNSHIP OF SALFORD  
MONTGOMERY COUNTY, PENNSYLVANIA

ORDINANCE NO. 98

AN ORDINANCE REQUIRING LANDLORDS TO FILE REPORTS LISTING ALL RENTAL OR RENTABLE UNITS, TENANTS OR OCCUPIERS THEREOF, AND ANY SUBSEQUENT CHANGE THEREIN, AND PRESCRIBING PENALTIES FOR VIOLATION

The Board of Supervisors of Salford Township hereby ENACTS and ORDAINS:

Section I. Purposes. This Ordinance is enacted to provide for the uniform and equitable distribution of the tax levies in Salford Township and upon the inhabitants thereof and to promote the health, safety, and general welfare of the residents of Salford Township.

Section II. Definitions and Interpretation. As used in this Ordinance, 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 Salford Township, or a lessor, or person who acts as agent for the lessor, of any improvements on real estate or any building located in Salford Township.

"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 thirty (30) days.

Section III. Reports by Landlords. Within thirty (30) days from the effective date of this ordinance, each landlord shall submit to the Township Secretary a report form supplied by the Township, which includes the following information:

- 1) Address of each dwelling unit or business unit;
- 2) Brief description of each dwelling unit or business unit;
- 3) Whether or not said dwelling unit or business unit is inhabited or utilized by tenants;
- 4) Names and mailing addresses of the tenant or tenants utilizing the aforementioned dwelling unit or business unit, if any.

Section IV. Reports by Persons upon Becoming Landlords. After the effective date of this ordinance, any person who becomes a landlord of any parcel of real estate or any improvement on real estate or building located in Salford Township by agreement of sale, by deed, or by any other means, shall within thirty (30) days thereafter, report to the Township Secretary the information and data set forth in Section III above, on forms to be provided by the Township.

Section V. Reports of Changes in Use or Occupancy. After the effective date of this ordinance, each and every landlord of property within Salford Township, shall report to the Township Secretary any change in the use or occupancy of any dwelling unit or business unit owned by such landlord.

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The reported change shall include the name or names and mailing addresses 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, boarding house, or similar establishment, 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 Township Secretary. All reports required by this section shall be made within ten (10) days after a landlord has knowledge that such a unit has had a change in occupancy or has become vacant.

Section VI. Duties of the Township Secretary. The Township Secretary, under the authority of this ordinance, shall:

1) Maintain on file at the Township office, the names of the landlords owning dwelling units and business units in Salford Township, said list to include the names of the current tenants of said dwelling units and business units;

2) Maintain a supply of forms for landlords to use in making reports to the Township, as required by Sections 3, 4, and 5 of this Ordinance;

3) Supply the Fire Chief and the Township Emergency Coordinator, and all Tax Collectors acting on behalf of Salford Township with the information gained from all filings by landlords, and with changes in that information.

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Section VII. Violations. Any person who shall violate any of the provisions of this ordinance shall, upon conviction thereof, be guilty of a summary offense, and shall pay a fine not exceeding one thousand dollars (\$1,000.00). All fines collected for such violations shall be paid over to the Township of Salford.


Section VIII. Repealer. All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

Section IX. 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 sentence, clause, section or part thereof not been included herein.

ENACTED AND ORDAINED by the Board of Supervisors of Salford Township this 2<sup>nd</sup> day of May 1991.

SALFORD TOWNSHIP BOARD OF SUPERVISORS

BY:   
Donald R. Lodge, Jr., Chairman

BY:   
Lawrence C. Anderson, Secretary

ATTEST:   
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(TOWNSHIP SEAL)