O F F I C I A L

BOROUGH OF ETNA
ORDINANCE NO. 1230

AN ORDINANCE OF THE BOROUGH OF ETNA REQUIRING LANDLORDS TO FILE REPORTS LISTING ALL RENTAL OR RENTABLE UNITS, TENANTS, OR OCCUPIERS THEREOF, AND ANY SUBSEQUENT CHANGE THEREIN; ESTABLISHING THE DUTIES OF THE BOROUGH OF ETNA SECRETARY MANAGER; PROVIDING FOR DEFINITIONS, INTERPRETATIONS AND THE PURPOSES HEREOF; AND PRESCRIBING PENALTIES FOR VIOLATION.

SECTION 1. PURPOSE: This ordinance is enacted to provide the uniform and equitable distribution of the tax levies in the Borough of Etna and upon the inhabitants thereof and to promote welfare of the inhabitants of the Borough of Etna.

SECTION 2. - DEFINITIONS AND INTERPRETATION. As used in this ordinance, the following terms shall have the meaning 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 activity carried on or experienced for gain or profit in the Borough of Etna.

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 Etna, 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 Etna.

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 3 - REPORTS BY LANDLORDS. Within ninety (90) days from the effective date of this ordinance each landlord shall submit to the Borough Secretary Manager, a report form supplied by the Borough Secretary Manager, which includes the following information:

1. A list of the dwelling units and business units owned by the landlord, located within the Borough of Etna limits, whether occupied or not occupied;

2. Address of each dwelling unit and business unit;

3. Lot and Block number of each dwelling unit and business unit;

4. Whether or not said dwelling unit or business unit is inhabited or utilized by tenants;

5. Name of all tenants utilizing each aforementioned dwelling unit or business unit, if any;

6. Name and address of any tenants' employment, if known;

7. Social Security number of each tenant, if known.

SECTION 4 - REPORTS BY PERSONS UPON BECOMING LANDLORDS. After the effective date of this ordinance, any person who becomes a landlord shall within thirty (30) days thereafter, report to the Borough Secretary Manager the information and data set forth in Section 3 above, and on forms to be provided by the Borough Secretary Manager.

SECTION 5 - REPORTS OF CHANGES IN USE OR OCCUPANCY. - After the effective date of this ordinance, each and every landlord of property within the Borough of Etna shall report to the Borough Secretary Manager on a report form to be supplied by the Borough Secretary Manager, any change in the occupancy of any dwelling unit or business unit owned by such landlord. The reported change shall include the name or names of all new tenants of such dwelling unit or business unit, the date when such change was effected, and the forwarding address of the previous tenant or tenants, if known. The report shall also contain the name and address of tenant's employer, if known, nd tenant's social security number, if known. 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 Manager. All reports required by this section shall be made within thirty (30) days after a landlord has knowledge that such a unit has had a change in use or occupancy or has become vacant.

SECTION 6 - PENALTIES. Any person who shall violate any provision of this ordinance including failure to file required reports, filing inaccurate, untimely or incomplete reports or for any other violation, shall, upon conviction thereof, be sentenced to pay a fine of not more than three hundred dollars ($300.00). For the purpose of this section, each day a person is in violation of any provision of this ordinance shall be considered a separate offense.

SECTION 7 - REPEALER. All ordinances or parts of ordinances which are inconsistent herewith are hereby repealed.

SECTION 8 - EFFECTIVE DATE. This ordinance shall become effective on this 17th day of May 1994.

By: Peter Ramage
Peter Ramage
President of Council

st:

Ellen Cavlovic
Ellen Cavlovic
etary Manager

EXAMINED AND APPROVED by me this 17th day of May, 1994.

William Dougherty
William Dougherty