

**CHAPTER 11**

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**PART 1**

**TENANT OCCUPANCY REPORT**

**§101. Short Title.**

This Part shall be known and may be cited as the "Greenville Borough Tenant Occupancy Report Ordinance."

(Ord. 1180, 12/30/1987, §1)

**§102. Definitions.**

For the general purpose of interpreting the provisions of this Part, the following words shall have the meaning or meanings hereby ascribed to them:

LANDLORD — any person who, alone or with others, having record title to any premises, or having the right or duty to control said premises as agent for the person having record title to the premises, grants, permits, or otherwise allows another person to use or occupy or exercise control over said premises or any part thereof as a lessee, licensee, invitee or concessionaire. Landlord shall also include the grantor(s) and grantee(s) under any article of agreement unless the same shall be recorded in the recorder's office of Mercer County, in which case it shall include only the grantee(s).

LEASE — any permissive occupancy by a person or persons of any premises, regardless of whether or not any changes, fees or other considerations are paid or levied therefor.

OCCUPANCY REPORT — a writing, on a form designated by the Borough Secretary, containing at least the following information:

- A. The name(s), current post office address and telephone number of the landlord(s) and the location, and current post office address of each premises under the ownership, control or possession of the landlord(s); and,
- B. The name(s), date(s) of birth, tax I.D. number(s) or social security number(s), place of employment, complete post office address of each tenant over the age of 17 years of age occupying said premises, the date of occupancy and the forwarding address of any tenant identified in an occupancy report who terminates his or her occupancy; and,
- C. Any such other information as the Borough may from time to time require.

PERSON — any individual, partnership, firm, corporation, association or combination thereof, including those acting in a fiduciary or representative capacity,

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whether appointed by a court or otherwise. Whenever used in any clause prescribing or imposing a penalty, the term "person" as applied to a partnership or association shall include the individual partners or members thereof and if applied to a corporation shall mean the individual officers thereof.

PREMISES — a building or any portion thereof suitable or adaptable for human occupancy for residential, commercial or other purposes.

TENANT — any person who shall inhabit, occupy or possess any premises owned or controlled by a landlord.

(Ord. 1180, 12/30/1987, §2)

### **§103. Occupancy Report.**

It shall be the joint obligation of all landlords and tenants, on or before the thirtieth day following the occupancy of any premises owned or controlled by said landlord, either as principal or an agent, by said tenant, to file an occupancy report in the office of the Secretary of the Borough of Greenville, Mercer County, Pennsylvania, on a form prescribed by the Borough Council. Said occupancy report shall be revised to advise the Borough of termination of occupancy of a tenant previously named in an occupancy report, the date said tenancy was ceased and the forwarding address of said tenant within 10 days of the termination of occupancy by said tenant. All reports or revisions of reports required hereunder shall be the joint obligation of the landlord and the tenant; however, in the event the Borough of Greenville in fact receives the information required from another source then the landlord and tenant shall be relieved from the obligation to file that form.

(Ord. 1180, 12/30/1987, §3)

### **§104. Penalties.**

Any landlord and/or tenant who fails to file any required occupancy report or who fails to revise any required occupancy report or who makes any false or fraudulent report or who fraudulently omits required portions of an occupancy report, shall, by said conduct, violate the provisions of this Part, and upon conviction be subject to a fine of not less than \$50 and not more than \$600 and, in default of payment of said fine and costs, be subject to a term of imprisonment not to exceed 30 days. Each 30 day period subsequent to a required filing date in which a landlord and/or tenant shall fail to comply with this Part shall constitute a separate offense.

(Ord. 1180, 12/30/1987, §4; as amended by A.O.)

**PART 2**

**REAL ESTATE REGISTRY**

**§201. Real Estate Registry Established; Secretary in Charge.**

The Secretary shall, under the direction of Council, cause to be made all necessary books, maps and plans as will show the situation and dimensions of property within the Borough; which books, maps or plans shall be so prepared as to show the location and name of the owner or owners thereof, with blank spaces for the name of the owner of each lot, and with the provision for the names of future owners and the dates of future transfer of title.

(Ord. 878, 10/5/1965, §1)

**§202. Access of Secretary to Public Records.**

For the purpose of establishing such registry, the Secretary shall have access without charge to any public records where the necessary information may be obtainable and may also cause a search to be made in other places for any muniments or evidences of title not reported to him as provided in §§204 and 205 and required for the completion of those books, maps or plans.

(Ord. 878, 10/5/1965, §2)

**§203. Maintenance of Registry.**

The registry books, maps and plans shall be carefully preserved, and shall be so kept, by additions from time to time, as to show the ownership of every lot, or piece of real estate, or subdivision of real estate, within the limits of the Borough, with the succeeding transmissions of title from the time of the commencement of the plans, but nothing contained therein shall at any time invalidate any municipal or tax claim by reason of the fact that the same is not assessed or levied against the registered owner.

(Ord. 878, 10/5/1965, §3)

**§204. Duty of Owners of Real Estate.**

It shall be the duty of all owners of real estate within the limits of the Borough, within one month after the date of the approval of this Part establishing such registry, and of every subsequent purchaser, devisee, or person, within one month after acquiring title in any manner whatsoever to any real estate in the Borough, to furnish to the Secretary, at his office, descriptions of their respective properties upon blanks to be furnished by

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the Borough, and at the same time to present their conveyances to be stamped as evidence of registry.

(Ord. 878, 10/5/1965, §4)

### **§205. Duty of Sheriff and Recorder of Deeds.**

The Sheriff of Mercer County shall present for registry the deeds of all properties within the Borough sold by him at judicial sales, and the Recorder of Deeds of Mercer County shall not admit for record any deed of any property in the Borough bearing dates subsequent to the approval of this Part providing for the establishment of the registry, unless the same shall first have been duly stamped as provided in §204.

(Ord. 878, 10/5/1965, §5)