



**BOROUGH OF GREENVILLE**

125 Main Street Greenville, Pennsylvania 16125  
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www.greenvilleborough.com

March 6, 2009

Rental Property Owner:

Borough of Greenville Ordinance 1180 requires all owners of rental properties to register the names and addresses of all tenants over the age of 17 (seventeen) years. Owners are also required to notify the Borough within 30 (thirty) days of any change of tenants. **Return this form to the Borough no later than April 1, 2009.**

This ordinance provides severe penalties for any landlord who is convicted of failing, neglecting or refusing to register and identify tenants or for refusing or neglecting to notify the Borough office of any change of occupancy. Violators are subject to a fine upon conviction of up to \$300 and in default of payment be subject to imprisonment for a period not exceeding thirty (30) days.

Please complete the reverse with tenant information. Additional forms and a copy of Ordinance 1180 are available under "download forms" on our website.

Also be aware that all real estate transfers must be preceded by a sewer lateral inspection. An application is available on our website.

Sincerely,

BOROUGH OF GREENVILLE

Ryan T. Eggleston  
Borough Manager/Secretary

RTE/nl

ORDINANCE NO. 1180

AN ORDINANCE OF THE BOROUGH OF GREENVILLE, PENNSYLVANIA, REQUIRING ALL LANDLORDS WITHIN THE BOROUGH OF GREENVILLE TO REGISTER CERTAIN INFORMATION WITH REGARD TO THEIR TENANTS, AND TO SUPPLEMENT THAT INFORMATION UPON THE CHANGE OF STATUS BY ANY TENANT; PRESCRIBING THE CONTENTS OF THE OCCUPANCY REPORT, AND PROVIDING FOR PENALTIES FOR VIOLATIONS.

BE IT ENACTED AND ORDAINED BY THE COUNCIL OF THE BOROUGH OF GREENVILLE, MERCER COUNTY, PENNSYLVANIA as follows:

ARTICLE I. TITLE: This Ordinance shall be known and may be cited as the "Greenville Borough Tenant Occupancy Report Ordinance."

ARTICLE II. DEFINITIONS: For the purpose of interpreting the provisions of this Ordinance, the following words shall have the meaning or meanings hereby ascribed to them:

A. Landlord: Shall mean 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.

B. Lease: Shall mean any permissive occupancy by a Person or Persons of any Premises, regardless of whether or not any charges, fees or other considerations are paid or levied therefore.

C. Occupancy Report: Shall mean a writing, on a form designated by the Borough Secretary, containing at least the following information:

1. 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

2. 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 seventeen (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

3. Any such other information as the Borough may, from time to time require.

D. Person: Shall mean any individual, partnership, firm, corporation, association or combination thereof, including those acting in a fiduciary or representative capacity, 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.

E. Premises: Shall mean a building or any portion thereof suitable or adaptable for human occupancy for residential, commercial or other purposes.

F. Tenant: Shall mean any person who shall inhabit, occupy or possess any premises owned or controlled by a landlord.

ARTICLE III. OCCUPANCY REPORT: It shall be the joint obligation of all landlords and tenants, on or before the thirtieth (30th) day following the occupancy of any premises owned or controlled by said landlord, either as a 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 the 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 ten (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.

ARTICLE IV. 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 Ordinance, and upon conviction be subject to a fine of not less than Fifty dollars (\$50) and not more than Three Hundred Dollars (\$300) and in default of payment of such fine be subject to imprisonment in the Mercer County Jail for a period not exceeding Thirty (30) days. Each thirty (30) day period subsequent to a required filing date in which a Landlord/and or Tenant shall fail to comply with this Ordinance shall constitute a separate violation.

ARTICLE V. SEVERABILITY: The provisions of this Ordinance shall be severable, and if any of the provisions hereof shall be held to be unconstitutional, void, or otherwise unenforceable, such shall not affect the validity of any of the remaining provisions of this Ordinance.

**ARTICLE VI. REPEALER:** All Ordinances or parts of Ordinances conflicting with any of the provisions of this Ordinance are hereby repealed. All other provisions of the Code of Ordinances of the Borough of Greenville, Pennsylvania, not inconsistent herewith, shall remain in full force and effect.

**ARTICLE VII. EFFECTIVE DATE:** This Ordinance shall become effective immediately upon passage.

ORDAINED AND ENACTED by the Greenville Borough Council on this 30th day of December, 1987.

GREENVILLE BOROUGH COUNCIL

By: Jean S. Hodge  
Council President

ATTEST:

Marie H. Julian  
Secretary

APPROVED:

Joseph P. Liblton  
Mayor