

**LEHIGH TOWNSHIP, NORTHAMPTON COUNTY,
PENNSYLVANIA**

ORDINANCE NO. _____

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

It is hereby ENACTED AND ORDAINED by the Board of Supervisors of Lehigh Township, Northampton County, Pennsylvania as follows:

SECTION 1. PURPOSE

The Township of Lehigh 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 Lehigh unless said landlord/lessor notifies the Township within thirty (30) days after said occupancy, the name, address and number of a 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 name, address and place of employment of the tenant(s) and all other occupants of the unit who are over the age of eighteen (18) or employed.

SECTION 3. **REGISTRATION TIME PERIOD**

A registration for each residential unit shall be filed by January 30th 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. **FEES**

No fees shall be charged for this registration.

SECTION 5. **PENALTY**

Any person, firm or corporation violating any provision of this Ordinance shall be fined not less than \$25.00 nor more than \$100.00 for each offense, and a separate offense shall be committed for each day during, or on which a violation occurs or continues to exist.

SECTION 6. **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 party thereof not been included herein.

ORDAINED AND ENACTED by the Board of Supervisors of Lehigh Township, Northampton County, Pennsylvania, on the _____ day of _____, _____.

TOWNSHIP OF LEHIGH

By: _____

LANDLORD REGISTRATION

**Lehigh Township Ordinance No. _____
Copy of file at Township Building**

MUST BE FILED WITHIN 30 DAYS OF LEASE-LETTING OR RENTING

Landlord Name: _____

Landlord Address: _____

_____ Telephone: _____

Property Manager Name (if different from above): _____

Property Manager Address (if different from above): _____

Address of Residential Rental Unit: _____

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FOR EACH TENANT AND OCCUPANT WHO IS AGE EIGHTEEN (18) OR OLDER
OR A WAGE EARNER, PROVIDE THE FOLLOWING INFORMATION:

Occupant Name: _____ S.S. No.: _____

Occupant Address: _____

Place of Employment: _____

Employer Address: _____

Date of Occupancy: _____

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Occupant Name: _____ S.S. No.: _____

Occupant Address: _____

Place of Employment: _____

Employer Address: _____

Date of Occupancy: _____



Date: _____ Signature: _____

Mail Original and Duplicate to: Lehigh Township Supervisor
1069 Municipal Road
Walnutport, PA 18088