



New Hanover Township

2943 N Charlotte Street, Gilbertsville, PA 19525
610-323-1008 | permits@newhanoverpa.gov

Rental Reporting Form

If reporting more than one rental property, please submit a separate report form for each address/unit #.

Part 1 - Property Information

Address _____

Type of residence: Single Family Detached Twin/Townhome Apartment Unit # _____

Commercial use: _____

As of January 1 of 20_____, the rental unit is occupied unoccupied

Part 2 - Property Owner Information

Name _____

Mailing Address _____

Phone # _____ Email _____

Part 3 - Tenant Information **For any tenant 18+ years old. Provide a mailing address if different from property address.*

Name	Lease Start	Lease End
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part 5 - Signature

I acknowledge that pursuant to §4-103 of the Township Ordinances, this form shall be submitted on or before the 30th day of January of each year or within 30 days of the first occupancy of a rental or rentable unit following its conversion to a rental or rentable unit.

Signature _____ Print _____

Date _____

Township Use Only		
Parcel # _____	Zoning District _____	Fee Due \$ _____
Inspection Date _____		
Signature _____	Date _____	

Rental Reporting–Additional Requirements

Deadlines for submission: By **January 30th** each year and/or **within 10 days** of change of tenancy of rental unit(s).

Registration fees: Per the Township Fee Schedule, \$25 for initial registration. Inspections shall be charged at the hourly rate of the Township Building Code Official.

§4-104: After the effective date of this part, any person who becomes a landlord of any parcel of real estate or building or part thereof in New Hanover Township, whether by agreement of sale, deed, inheritance, devise, bequest, conversion of an existing owner occupied site, or any other means, within 30 days thereafter, shall report to the Zoning and Code Enforcement Officer, or other individual designated by the Board of Supervisors, from time to time, the information and data set forth in § 4-103 above on the form approved by the Township.

§4-105: After the effective date of this part, each and every landlord of property within New Hanover Township shall report to the Zoning and Code Enforcement Officer or such other individual as may be designated by the Board of Supervisors from time to time, on a report form to be approved by the Township, any change in the use, occupancy, tenancy or utilization of any rental or rentable unit owned by such landlord supplying the information as required in § 4-103 above. The reported change shall include the name or names of the new tenant or tenants of such rental or rentable unit, the date when such change was effected, and the forwarding address, if any, of the prior tenant or tenants, if known. A landlord of a hotel, inn, or boarding house 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 30 days. In the event that a rental or rentable unit was occupied, used, or utilized by a tenant and then becomes vacant, this change shall also be reported to the Zoning and Code Enforcement Officer or such other person as may be designated by the Board of Supervisors from time to time. All reports required by this section shall be made prior to said change in occupancy and, at least, within 10 days after a landlord had knowledge that such a change in occupancy will occur or said unit has become vacant.

§4-106: Prior to permitting a change of use, occupancy, tenancy, or other utilization of a rental or rentable unit, the landlord shall give notice to the Zoning and Code Enforcement Officer of the intent to permit or allow such change of use, occupancy or tenancy and shall permit the Zoning and Code Enforcement Officer, or such other person as may be designated by the Board of Supervisors from time to time, to inspect the said rental or rentable unit and any portion or part thereof to be occupied or utilized by tenant for compliance with any and all codes, ordinances, rules and administrative requirements of the Township. Landlord shall give the Zoning and Code Enforcement Officer not less than five days' advance notice of the intent to occupy said rental or rentable unit and shall not permit the occupant or tenant to occupy, use, or inhabit the rental or rentable unit until five days after providing such notice to the Zoning and Code Enforcement Officer. Upon receiving such notice, the Zoning and Code Enforcement Officer shall within five days (including Monday through Friday but excluding weekends and holidays) or within such time as is otherwise reasonable and practical, conduct an inspection of the said rental or rentable unit to determine whether the same is in compliance with the Township codes, ordinances, rules or administrative regulations such as may be applicable to the subject site. Upon completing such inspection and determining that the property is in compliance with the codes, ordinances, rules and regulations of the Township, the Zoning and Code Enforcement Officer shall issue a use and occupancy permit for the subject site upon receipt of which the landlord can instruct the occupant or tenant to take occupancy and utilize said site. In the event that such inspection should reveal or disclose any violations or noncompliance with the codes, ordinances, rules and administrative regulations of the Township, the Zoning and Code Enforcement Officer shall issue a notice, in writing, identifying and enumerating such violations or elements of non-compliance and the landlord shall have 10 days within which to undertake and complete remediation activities and/or restoration to bring such site into compliance with the Township's codes, ordinances, rules and administrative regulations, upon completion of which the Zoning and Code Enforcement Officer shall reinspect the premises as may be necessary to determine and confirm compliance with the same. Upon issuance of a notice of violation and until remedial or restorative action is undertaken to bring such site into compliance therewith, confirmed by the Zoning and Code Enforcement Officer by reinspection of said site, the landlord shall not permit, allow, or otherwise encourage the occupant or tenant to occupy or otherwise utilize said site.