



BOROUGH OF MINERSVILLE

2 East Sunbury Street – Minersville, PA 17954-1719
Phone (570) 544-2149 Fax (570) 544-6578

Date: _____

REGISTRATION YEAR: _____

Owner Information

Name: _____

Mail Address: _____

Mail Address 2: _____

City, State, ZIP: _____

Phone #: _____

Property Agent Information *(See reverse for definition and duties of agent)*

(APPLICABLE IF LANDLORD DOES NOT LIVE IN 55 MILES OF BOROUGH)

Name: _____

Mail Address: _____

Mail Address 2: _____

City, State, ZIP: _____

Phone #: _____

Address of Proposed Rental: _____

Insurance Information *(please fill in the following information or provide a Certificate of Insurance)*

THE BOROUGH WILL REJECT THE REGISTRATION FORM IF INSURANCE INFORMATION IS NOT PROVIDED - "SAME AS LAST YEAR" WILL NOT BE ACCEPTED AS PROOF OF INSURANCE

Insurance Co. Name: _____

Policy Number: _____

Policy Expiration: _____

Policy Coverage Amount: _____

**COMPLETED REGISTRATION FORM MUST BE RECEIVED WITH THE
REGISTRATION INVOICE FOR LICENSE RENEWAL**

ORDINANCE 360

SECTION 2. APPOINTMENT OF AN AGENT AND/OR MANAGER

Each Owner who is not an Owner-occupant, or who does not reside in the Borough of Minersville or within a fifty-five (55) mile radius of the Borough limits, shall appoint an Agent who shall reside in the Borough or within a fifty-five (55) mile radius of the Borough limits.

SECTION 3. DUTIES OF THE OWNER AND/OR AGENT

- A. The Owner has the duty to maintain the Premises in good repair, clean and sanitary condition, and to maintain the Premises in compliance with the current Codes, Building Codes and Zoning Ordinance of the Borough of Minersville. The Owner may delegate implementation of these responsibilities to an Agent.
- B. The duties of the Owner and/or Agent shall be to receive notices and correspondence, including service of process, from the Borough of Minersville; to arrange for the inspection of the Residential Rental Units; do or arrange for the performance of maintenance, cleaning, repair, pest control, snow and ice removal, and ensure continued compliance of the Premises with the current Codes, Borough Codes and Zoning Ordinance in effect in the Borough of Minersville, as well as arrange for garbage removal.
- C. The name, address and telephone number of the Owner and Agent, if applicable, shall be reported to the Office in writing upon registering the Residential Rental Units.
- D. No Dwelling Unit shall be occupied, knowingly by the Owner or Agent, by a number of persons that is in excess of the requirements outlined in the 2009 International Property Maintenance Code, Section 404, Occupancy Limitations, Sub-Section 5, Overcrowding, or any update thereof, a copy of which is appended hereto and made a part hereof.

SECTION 11. FEES

- D. Annual License Fee. There shall be a license fee for the initial license and an annual renewal fee thereafter, whether or not the dwelling unit is occupied at the time. Fees shall be assessed against and payable by the Owner in the amount of \$25.00 per Rental Unit, payable at the time of initial registration and annual renewal. An additional fee of \$5.00 shall be assessed for each unit each year that it is not renewed within the timeline established by this Ordinance. Failure to pay the Annual License Fee shall be deemed a failure and/or refusal to comply with the provisions contained herein, and shall be subject to Violations and Penalties, as set forth in Section 14 of this ordinance.

SECTION 15. VIOLATIONS AND PENALTIES

- A. Except as provided in subsections 14.B and 14.C below, any Owner or Owners who shall violate any provision of the Ordinance shall, upon conviction thereof after notice and a hearing before the Magisterial District Judge, shall pay a fine as set forth herein for each offense be ordered to pay a fine of no less than One Hundred Dollars (\$100.00) and not more than One Thousand (\$1,000.00) Dollars plus costs, and in default of payment of said fine and costs, to a term of imprisonment no more than ninety (90) days, or both.

Every day that a violation of this Ordinance continues shall constitute a separate offense, provided, however, that failure to register or renew or pay appropriate fees in a timely manner shall not constitute a continuing offense but shall be a single offense not subject to daily fines.