

# Northumberland Residential Rental Agreement

Rental Unit Address: \_\_\_\_\_

Rental Unit License #: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Property Manager :( If applicable) \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

Tenant Name(s): \_\_\_\_\_

Lease Period (start & end date): \_\_\_\_\_

Payment schedule, due date: \_\_\_\_\_

The following list includes utilities and maintenance responsibilities.

Please indicate if responsibility is that of the tenant or is provided by the owner.

• Natural gas, propane:	Owner: _____	Tenant: _____	N/A
• Furnace Oil:	Owner: _____	Tenant: _____	N/A
• Electricity:	Owner: _____	Tenant: _____	N/A
• Municipal Water Service:	Owner: _____	Tenant: _____	N/A
• Municipal Sewer Service:	Owner: _____	Tenant: _____	N/A
• Recycling:	Owner: _____	Tenant: _____	N/A
• Trash Containers:	Owner: _____	Tenant: _____	N/A
• Trash Collection:	Owner: _____	Tenant: _____	N/A
• Lawn Maintenance:	Owner: _____	Tenant: _____	N/A
• Snow Removal(sidewalks) .....	Owner: _____	Tenant: _____	N/A

Tenants & Occupants: Please read and acknowledge the following statement:

- Tenant acknowledges the receipt of the Summary of the Residential Rental

\_\_\_\_\_  
Tenant Signature

\_\_\_\_\_  
Date



# Northumberland Residential Rental Occupancy License Application

**Property Owner:**

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**Physical Address:**

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**Note:** If this address is not within 20 miles of municipality the owner must identify a designee / property manager. If the owner is a corporation or partnership, that designee may be a manager or partner of said organization.

**Telephone:**

**Note:** This telephone number shall be used for emergency contact and for repair requests where a designee / property manager is not identified separately.

**Additional  
Telephone:**

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**Fax:**

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**Email:**

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**Mailing Address:**

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**Name & Address  
of Employer:**

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**Note:** Employer information is only required for those owners who do not reside within 20 miles of municipality but are employed within that area.

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**DATE**

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**SIGNATURE**

# Registration of Designee or Property Manager

**Designee/Property  
Manager Name:** \_\_\_\_\_

**Physical Address:** \_\_\_\_\_  
\_\_\_\_\_

**Note:** This address must be within 20 miles of *municipality*. As an alternative the designee / property manager may live beyond 20 miles if they are employed within that area. See below.

**Telephone:** \_\_\_\_\_

**Note:** This telephone number shall be used for emergency contact and for repair requests.

**Additional  
Telephone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Name & Address  
of Employer:** \_\_\_\_\_  
\_\_\_\_\_

**Note:** Employer information is only required for those designees / property managers who do not reside within 20 miles of *municipality* but are employed within that area.

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE**

# Residential Rental Property Details

Residential rental unit(s) physical address:

(Please complete application below for each rental unit you are licensing.)

Rental Unit# 1 \_\_\_\_\_

Managed by Owner \_\_\_\_\_

Name of Designee/Local Point of Contact \_\_\_\_\_

(if not managed by owner)

Occupied \_\_\_\_\_ Vacant \_\_\_\_\_ Rental Agreement Attached \_\_\_\_\_

Rental Unit# 2 \_\_\_\_\_

Managed by Owner \_\_\_\_\_

Name of Designee/Local Point of Contact \_\_\_\_\_

(if not managed by owner)

Occupied \_\_\_\_\_ Vacant \_\_\_\_\_ Rental Agreement Attached \_\_\_\_\_

Rental Unit# 3 \_\_\_\_\_

Managed by Owner \_\_\_\_\_

Name of Designee/Local Point of Contact \_\_\_\_\_

(if not managed by owner)

Occupied \_\_\_\_\_ Vacant \_\_\_\_\_ Rental Agreement Attached \_\_\_\_\_

Rental Unit# 4 \_\_\_\_\_

Managed by Owner \_\_\_\_\_

Name of Designee/Local Point of Contact \_\_\_\_\_

(if not managed by owner)

Occupied \_\_\_\_\_ Vacant \_\_\_\_\_ Rental Agreement Attached \_\_\_\_\_

Rental Unit # 5 \_\_\_\_\_

Managed by Owner \_\_\_\_\_

Name of Designee/Local Point of Contact \_\_\_\_\_

(if not managed by owner)

Occupied \_\_\_\_\_ Vacant \_\_\_\_\_ Rental Agreement Attached \_\_\_\_\_

Rental Unit # 6 \_\_\_\_\_

Managed by Owner \_\_\_\_\_

Name of Designee/Local Point of Contact \_\_\_\_\_

(if not managed by owner)

Occupied \_\_\_\_\_ Vacant \_\_\_\_\_ Rental Agreement Attached \_\_\_\_\_

Please attached additional sheets if needed.

# Borough of Northumberland

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## Appendix A

### Summary of the Residential Rental Registration Ordinance

In an effort to protect and promote the public health, safety, and welfare of its citizens, to establish rights and obligations of owners and occupants relating to the rental of residential rental units in the Borough of Northumberland, and to encourage owners and occupants to maintain and improve the quality of rental housing within the community. The Borough of Northumberland has instituted a program to regulate and monitor property conditions in such housing. The following pages are a summary of the Residential Rental Registration Ordinance as it applies primarily to the tenants and occupants of residential rental properties. The full ordinance is available for inspection during normal business hours at the Borough office or on line at <http://norrypa.us/>. This program establishes accountability for the conduct of tenants and their guests.

This program outlines standards for information to be contained in your rental agreement to insure clarification of who is responsible for specific provisions such as trash removal, lawn care, utility bills and other similar items. Please review your rental agreement to make sure you understand what your landlord is providing to you and what you are responsible for. Your landlord is most often accountable in the event of violations in these matters. If you neglect to maintain those aspects of the agreement that are your responsibility then your landlord may take action against you, up to and including charging you for fines they've incurred and evicting you from the property.

All residential rental properties are required to have a Rental Occupancy License before the landlord may enter into a rental agreement. The Borough of Northumberland will perform periodic inspections and investigate reasonable complaints under this program. You may be requested to allow entry, with reasonable notice, so that the Code Enforcement Officer may perform those inspections.

In addition to other forms of recourse to landlords, you may be found in violation of this program for damages to your premises in excess of \$500.00.

This program regulates Disorderly Conduct by tenants and their guests. If Borough Police determines that an occupant's or an unauthorized guest's behavior constitutes disorderly conduct on multiple occasions then the landlord may be directed to evict the tenant from the property. Failure to abide by the requirements of this program may be cause for penalties and for a landlord to have his/her Rental Occupancy License withdrawn. If you are evicted from a property due to a disorderly conduct finding, you will be legally required to reveal that when asked by a new/potential landlord.

#### **§ 31.1.05 Occupants Duties**

1. **General.** The occupant shall comply with all obligations imposed upon occupants by this Ordinance, all applicable codes and ordinances of the Borough of Northumberland and all applicable provisions of State Law.
2. **Health and Safety Regulations.**
  - A. Occupants shall keep that part of the structure which they occupy or control in a sanitary condition.

- B. Occupants shall deposit in containers and dispose of all rubbish, garbage and other waste and recyclable materials in accordance with all applicable ordinances, laws and regulations.
3. **Residential Use.** The occupant shall, unless otherwise permitted by applicable law or ordinance, occupy or use his or her rental unit for no other purpose than as a residence or any other use permitted under the Code of the Borough of Northumberland if properly permitted and approved by the property owner.
  4. **Compliance with Rental Agreement.** The occupant shall comply with all lawful provisions of the rental agreement entered into between owner and occupant. Failure to comply may result in the eviction of the occupant by the owner.
  5. **Damage to premises.** The occupant shall not intentionally cause, nor permit or tolerate others to cause, damage to the premises. Conduct which results in damages in excess of Five Hundred (\$500.00) Dollars shall be considered a violation of this ordinance.
  6. **Inspection of Premises.** The occupant shall permit inspections of any premises by the Code Enforcement Officer at reasonable times and upon 48 hours' notice from the owner. Refusal to allow entry of the residential rental unit by the Code Enforcement Officer of the Borough to inspect the said unit shall be a violation of this ordinance.
  7. **Conduct of Tenants, Occupants and Guests.**
    - A. **Peaceful Enjoyment.** The occupant shall conduct himself or herself and require other persons including, but not limited to, guests on the premises and within his or her rental unit with his or her consent, to conduct themselves in a manner that will not disturb the peaceful enjoyment of the premises by others, and that will not disturb the peaceful enjoyment of adjacent or nearby dwelling by the persons occupying same.
    - B. **Reporting of Violation or Eviction.** All tenants who have been evicted due to violations of § 31.1.05 Occupant Duties or otherwise found guilty of violations of § 31.1.05, if asked shall advise their new landlord that they have been evicted from a residence for violating the terms and conditions of this ordinance.

8. **Disorderly Conduct Defined:**

Disorderly Conduct shall be defined under this ordinance as:

- A. Engaging in fighting, threatening or other violate or tumultuous behavior.
- B. Making unreasonable noise.
- C. Using obscene language or obscene gestures.
- D. Creating a hazardous or physically offensive condition by any act which serves no legitimate purpose of the actor.
- E. Any activities declared illegal under the Pennsylvania crimes code (18 Pa.C.S.A. §101 et seq.) or Liquor Code (47 P.s §1-101 et seq.), or the Controlled Substance, Drug, Device and Cosmetic Act (35 P.S. §780-101 et esq.).

Any form of conduct, action, incident or behavior perpetrated, caused or permitted by any occupant or visitor of a residential rental unit that disturbs other persons of reasonable sensibility in their peaceful enjoyment of their premise such that a report is made to the Police. Provided, however, that no disorderly conduct shall be deemed to have occurred unless the Police investigate and make a determination that such did occur, and keep written records, including a Disorderly Conduct Report, of such occurrence.

## **Penalties**

1. **Penalties.** Any owner, landlord or tenant of a residential unit which violates any provision of this chapter shall upon conviction thereof be sentenced to pay a fine of not less than \$100.00 and not to exceed \$300.00 for each and every offense.