Washington Township

14 Creek Road
East Berlin PA 17316
Telephone (717) 432-9814
Fax (717) 432-0181

Email: officewashtwp@washington-township.net

Board of Supervisors
Daniel McGregor
Harlen Anderson, Jr.
Travis Sherman

RENTAL RESIDENTS REPORT FORM

(PLEASE PRINT)

1. Rental Property Address: _____

2. Owner's Name :_____(Phone) _____
   Owner's Address: _____

3. Number of separate living quarters in Rental Property: _____

4. List full name of each inhabitant living in each unit: (If school age children, please list age)

   1. Rental Unit No._____
      Occupant Name: _____Phone #_____
      Occupant Name: _____Phone #_____
      Occupant Name: _____Phone #_____
      Occupant Name: _____Phone #_____
      Occupant Name: _____
      Occupant Name: _____
   2. Rental Unit No._____
      Occupant Name: _____Phone #_____
      Occupant Name: _____Phone #_____
      Occupant Name: _____Phone #_____
      Occupant Name:_____ Phone #_____
      Occupant Name:_____ Phone #_____
      Occupant Name:_____ Phone #_____

All rental property owners must submit an annual report to the Washington Township Secretary between January 1 and January 15. If occupancy changes, an updated report must be filed within twenty (20) days. Reports may be submitted during regular business hours—Monday through Thursday, 9:00 A.M. to 3:00 P.M.—by calling the Township Office at 717-432-9814, faxing 717-432-0181, or emailing officewashtwp@washington-township.net. This Ordinance helps Washington Township assess per capita taxes more fairly and efficiently and keep its address records current. Resident names and addresses can also be provided to local fire companies so emergency responders know how many people live at each residence, in case of an emergency.

(Owner's Signature)_____ (Date) _____

Email Address_____

Nov. 18, 1974

AN ORDINANCE IMPOSING A DUTY UPON OWNERS AND OTHERS WHO OPERATE APARTMENTS AND DWELLING UNITS WITHIN THE TOWNSHIP OF WASHINGTON TO TRANSMIT NAMES OF THE OCCUPANTS THEREOF TO THE TOWNSHIP SECRETARY FOR TAX PURPOSES: AND PROVIDING PENALTIES FOR VIOLATION THEREOF.

BE IT ENACTED AND ORDAINED by the Board of Supervisors of Washington Township, York County, Pennsylvania, as follows:

SECTION 1.

Every owner, operator or manager of any facility or structure in Washington Township, York County, Pennsylvania, in which persons may reside or which are occupied by persons, including but not limited to dwellings, apartments, rooming houses, boarding houses, and mobile homes shall notify the Secretary of Washington Township within twenty (20) days from the date of such occupancy or residence of the names of each such occupant or resident eighteen (18) years of age or older.

SECTION 2.

Any person, partnership or corporation charged with the duty of giving notice as set forth in Section 1 of this Ordinance who shall fail to give such notice shall, upon conviction of a violation of this Ordinance before any District Magistrate in a summary proceeding, be sentenced to pay a fine not exceeding $300.00 and costs of such proceeding.

SECTION 3.

This Ordinance shall become effective five (5) days from the date of its enactment.

Enacted and ordained this 18th day of November 1974.

Attest:

Secretary

Donald A Hull
Robert B May
Chairman
Board of Supervisors
Washington Township