

# Washington Township

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



## Board of Supervisors

Daniel McGregor  
Harlen Anderson, Jr.  
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Email: [officewashtwp@washington-township.net](mailto:officewashtwp@washington-township.net)

### 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. \_\_\_\_\_ (Phone) \_\_\_\_\_

Occupant Name: \_\_\_\_\_

Occupant Name: \_\_\_\_\_

Occupant Name: \_\_\_\_\_

Occupant Name: \_\_\_\_\_

Occupant Name: \_\_\_\_\_

Occupant Name: \_\_\_\_\_

Occupant Name: \_\_\_\_\_

Occupant Name: \_\_\_\_\_

2. Rental Unit No. \_\_\_\_\_ (Phone) \_\_\_\_\_

Occupant Name: \_\_\_\_\_

Occupant Name: \_\_\_\_\_

Occupant Name: \_\_\_\_\_

Occupant Name: \_\_\_\_\_

3. Rental Unit No. \_\_\_\_\_ (Phone) \_\_\_\_\_

Occupant Name: \_\_\_\_\_

Occupant Name: \_\_\_\_\_

Occupant Name: \_\_\_\_\_

Occupant Name: \_\_\_\_\_

All Rental Unit Owners are required to file annual reports with Washington Township Secretary between January 1<sup>st</sup> and January 15<sup>th</sup> each year, or if occupancy changes, file a Report within twenty (20) days of change. Reports may be filed by telephone during regular business hours Monday thru Thursday, 9:00 A.M. to 3:00 P.M. at the Township Office-717-432-9814, Fax – 717-432-0181 or Email [officewashtwp@washington-township.net](mailto:officewashtwp@washington-township.net)

The purpose of this Ordinance is to enable Washington Township to more equitably and efficiently assess Per Capita taxes on residents of Washington Township, and also to keep the address books of Washington Township updated. The Names and Addresses of residents are also given to the local Fire Companies, in the event of an emergency, so that they know how many persons live in each residence.

(Owner's Signature) \_\_\_\_\_ (Date) \_\_\_\_\_

Nov. 18, 1974

104-56

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 PRO-  
VIDING 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.

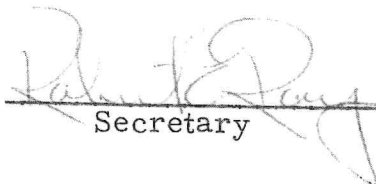
Any person, partnership or corporation charged with the duty of  
giving notice as set forth in Section 1 of this Ordinance who shall fail to give  
such notice shall, upon conviction of a violation of this Ordinance before any  
District Magistrate in a summary proceeding, be sentenced to pay a fine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

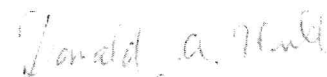

SECTION 3.

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

  
  
Chairman  
Board of Supervisors  
Washington Township