



POINT TOWNSHIP Northumberland County

759 Ridge Road Northumberland • Pennsylvania 17857-9623
office@pointtownship.org • Phone (570) 473-3198 • Fax (570) 473-7812

Dear Property owners,

In an effort to establish and provide a system of inspections and issuance and renewal of rental occupancy licenses, to protect and promote the public health, safety and welfare and establishing certain rights and obligations of owners and occupants relating to the rental of residential rental units, please be informed that the Township of Point has recently adopted Ordinance #2023-02, the Residential Rental Registration Ordinance. This ordinance requires all residential rental units to be licensed and inspected as provided within the Ordinance.

Please let us know if you need any of the following documentation required by this ordinance:

- Rental Occupancy License application. (Please complete the application and return it to the Township office at the time of payment).
- Rental Unit Information. (Please complete and attach to Rental Occupancy License application).
- Rental Agreement. (Please complete the application, have the tenants listed on your lease sign the application and return it to the Township office).
- Appendix A. (This is a summary of the Ordinance to be given to the tenants)

The Occupancy License will have an annual term from January 1st to December 31st.

- Fees received January 1st to March 31st will be \$75.00.
- Fees received April 1st to May 31st; a \$10.00 late fee will be assessed.
- Fees received June 1st to July 31st; a \$25.00 late fee will be assessed.

The Occupancy license fee is inclusive of the required rental unit inspection.

After July 31st non-registration will be deemed a violation of this Ordinance at which time a citation will be filed including the cost of the license and late fees.

Once a rental unit has maintained compliance regarding the unit inspection as well as the ordinance requirements for 2 consecutive years, you may elect to waive the annual inspection establishing a Biennial inspection schedule. If you choose to decline the inspection under the above referenced guidelines the fee for the Occupancy License renewal is \$25.00 (if received by March 31st of the license year). If you are unsure of your unit status, all documentation is available at the Point Township Municipal Building. You may contact us at 570-473-3198 or by email at office@pointtownship.org to obtain your records.

Anyone needing additional applications or documentation regarding the Ordinance can log on to the Township web site, pointtownship.org, or you may contact the Township Office during regular business hours, Monday through Friday, 8:00AM to 4:00PM.

Thank you for your cooperation, support, and efforts in promoting the health, safety, and well-being of the residents of Point Township.

Thank you.