

**WHITE HAVEN BOROUGH
LANDLORD-OWNER REGISTRATION APPLICATION**

**[This form must be completed and submitted to the
White Haven Borough Secretary]**

PURSUANT TO THE LANDLORD-OWNER REGISTRATION ORDINANCE THIS
APPLICATION IS REQUIRED TO BE COMPLETED AND FILED WITH THE
BOROUGH SECRETARY INITIALLY BY ALL LANDLORDS WITHIN THE
BOROUGH, AND WHEN THERE IS A CHANGE IN OWNERSHIP OF A
PROPERTY, OR WHEN THERE IS A CHANGE IN TENANTS WITHIN A RENTAL
UNIT OR WHEN A RENTAL UNIT BECOMES VACANT.

1. Name(s), address and telephone numbers of **record owner(s)**:

Name(s): _____

Address: _____

Phone #: _____ Alternate Phone #: _____

2. For Corporations: Name, address and telephone number of **registered agent**:

Name: _____

Address: _____

Phone #: _____

3. Name, address and phone number of the **manager, if applicable**:
(Required if owner does not reside within 20 miles of the Borough)

Name: _____

Address: _____

Phone #: _____

4. Name, address and telephone number of an individual who may be reached in the event of an emergency:

Name: _____

Address: _____

Phone #: _____

5. Name, address and telephone number of **holder of recorded mortgages** on the property:

Name: _____

Address: _____

Phone #: _____

Name: _____

Address: _____

Phone #: _____

6. Name, address and telephone number of the **tenant(s) and occupant(s)** of each unit:

Name: _____

Specify: Tenant or Occupant

Address: _____

Phone #: _____

Name: _____

Specify: Tenant or Occupant

Address: _____

Phone #: _____

Name: _____

Specify: Tenant or Occupant

Address: _____

Phone #: _____

Name: _____

Specify: Tenant or Occupant

Address: _____

Phone #: _____

Name: _____

Specify: Tenant or Occupant

Address: _____

Phone #: _____

Name: _____

Specify: Tenant or Occupant

Address: _____

Phone #: _____

Name: _____

Specify: Tenant or Occupant

Address: _____

Phone #: _____

7. Briefly describe each unit, including the number and type (residential or commercial) of units, and if not occupied whether it is habitable:

8. In the event of a Change in Tenants or Vacancy, please provide the date of the change and the forwarding address of the vacating tenant(s), if known by Landlord:

Date of Change: _____

Forwarding address of tenant(s), if known:

Name: _____

Address: _____

_____ Phone #: _____

Name: _____

Address: _____

_____ Phone #: _____

9. Signature(s)/Date:

Owner of Record

Owner of Record

Date: _____

Date: _____

For Official Use Only

Date Filed: _____

Fee Paid: \$ _____

Report Distributed to:

Report Received by: _____

Part 3
Landlord-Owner Registration

§301. Short Title. This part shall be known and may be cited as the "White Haven Borough Landlord-Owner Registration Ordinance."

§302. Definitions. For purposes of this Ordinance, the following terms shall have the meanings indicated, unless a different meaning clearly appears from the context:

- (a) Agent - means a person of legal majority authorized by an owner of real property under the provisions of this Ordinance to act for or in place of that owner with respect to certain duties set forth in this ordinance.
- (b) Board of Appeals - means the appeal board established by resolution of White Haven Borough Council pursuant to the adoption of the Uniform Construction Code..
- (c) Building Inspector - means the person appointed by the Borough of White Haven to inspect buildings and their systems and to enforce and administer the various adopted Building and Construction Codes within the Borough, including the provisions of this Ordinance.
- (d) Code - means the building code officially adopted by the Borough of White Haven and such other codes officially designated by the Borough of White Haven for the regulation of construction, alteration, addition, repair, removal, demolition, location, occupancy, and maintenance of buildings and structures, including, but not limited to the Existing Property Maintenance Code, Building Codes, Zoning Ordinance and Code of Ordinances, as adopted and amended.
- (e) Code Enforcement Officer - means the person appointed by the Borough of White Haven to enforce and administer the Code of Ordinances (health, safety, building, etc.) of the Borough, including the provisions of this ordinance.
- (f) Commercial Unit - means any building or portion thereof being leased, rented or used for a nonresidential use, occupation or enterprise, including industrial and institutional uses.
- (g) Family - includes persons who are related by blood, marriage, adoption or formal foster relationship to result in one of the following relationships: brother, sister, parent, child, grandparent, grandchild, great grandchild, uncle, aunt, nephew, niece, sister-in-law, brother-in-law, father-in-law, mother-in-law, or first cousin. This term also includes relationships such as second, third, and fourth cousins, and unrelated persons who maintain a common household and live within a dwelling unit.
- (h) Dwelling Unit- means a building or portion thereof arranged or designed so as to create an independent housekeeping establishment for occupancy by one family

with separate bathroom, toilet and sanitary facilities and facilities for cooking and sleeping for exclusive use by the family residing therein.

(i) Fire Chief - means the person appointed to be in charge of the White Haven Fire Department.

(j) Landlord - means a person who permits, provides, or offers for consideration, possession or occupancy a building, dwelling unit, commercial unit or structure, of any part thereof by a person who is not the legal owner of record thereof, pursuant to a written or unwritten lease, agreement or license, or pursuant to a recorded or unrecorded agreement or contract for the sale of real property.

(k) Occupant - means a person age 18 or older who resides at a property, such as a tenant, or any other individual (excluding visitors) that is allowed on property by such resident or tenant.

(l) Property or Real Property - means any parcel of land or real property located within White Haven Borough, including the land and all buildings and structures on which one or more dwelling units or commercial units are located.

(m) Property Owner - means any person, agent, or operator having a legal or equitable interest in real property; or recorded in the official records of the state, county, or municipality as holding title to real property; or otherwise having control of real property, including the guardian of the estate of any such person, and the executor or administrator of the estate of any such person, and the executor or administrator of the estate such person if ordered to take possession of real property by a Court of competent jurisdiction. This term includes "Owner".

(n) Rental Unit - means a dwelling unit or commercial unit occupied or used by one or more persons commonly known as "Tenants".

(o) Tenant - means any person who occupies a rental unit, dwelling unit or commercial unit within a rental property regardless of whether such person has executed a lease for the property.

§303. Initial Filing of Reports by Landlords. Within sixty (60) days from the effective date of this Ordinance, every Landlord must submit to the Secretary of White Haven Borough, a report on a form provided by the Borough, which includes the following information:

(a) Name, address and phone number of the Landlord, and if the Landlord is not a natural person, a description of the entity, including the name, address, phone number and title of the designated representative for that entity.

(b) Name, address and phone number of the Agent of the Landlord, if applicable.

(c) List of the dwelling and commercial units owned by the Landlord.

(d) A brief description of each unit, including the number and type (dwelling or commercial) of units, whether the unit is occupied or not occupied, and a determination of whether the unit is habitable.

(e) Name, address and phone number of the Tenant and occupants of the unit.

(f) This section shall not be construed as to require the Landlord to physically file the report in that the Landlord may have someone on behalf of the Landlord file the report. However, the Landlord shall be responsible to ensure its filing.

§304. Filing of Reports of New Owners. After the effective date of this Ordinance, any person selling a property by agreement, deed or other means, shall, prior to the sale or transfer of the property provide a report to the Secretary of White Haven Borough in accordance with the the following reporting requirements:

(a) Name, address and phone number of the new owner, and if the new owner is not a natural person, a description of the entity, including the name, address, phone number and title of the designated representative for that entity.

(b) Name, address and phone number of the Agent of the new owner, if a Landlord.

(c) List of the dwelling and commercial units to be purchased.

(d) A brief description of each unit, including the number and type (dwelling or commercial) of units, whether the unit is occupied or not occupied, and a determination of whether the unit is habitable.

(e) Name, address and phone number of the Tenant and occupants of each unit, if applicable, and if not already on file.

§305. Filing of Reports by Landlords for Change in Tenants or Vacancy. After the period for reporting has expired under Section 303 of this Ordinance, and the Landlord has complied with the reporting requirements of that Section, every Landlord shall thereafter file a report with the Secretary of White Haven within thirty (30) days thereafter, where the Tenant of a unit has changed, or a unit has become vacant. The Landlord must provide a report to the Borough Secretary on a form supplied by the Borough, which includes the following information:

(a) The name, address, and phone number of the new Tenant, or the vacating Tenant, whichever the case may be;

(b) The date of the change; and

(c) The forwarding address of the vacating Tenant, if known by the Landlord.

(d) This section shall not be construed as to require the Landlord to physically file the report in that the Landlord may have someone on behalf of the Landlord file the report. However, the Landlord shall be responsible to ensure its filing.

§306. Duties of the Secretary of White Haven Borough. The Secretary shall:

(a) Maintain on file at the Borough Building the reports filed under this Ordinance.

(b) Maintain and supply the forms to use in making reports as required by Sections 303, 304, and 305 of this Ordinance.

(c) Provide copies of the reports filed under this Ordinance to the Chief of Police or Officer in Charge, Code Enforcement Officer, Zoning Officer, Building Inspector and Fire Chief.

§307. Appointment and Duties of Agent/Manager. Every Landlord who does not reside within a twenty (20) mile radius of the Borough limits must appoint and designate an Agent or Manager who resides within a twenty (20) mile radius of the Borough limits to who has authority to:

(a) Maintain the property in good repair and in a clean and sanitary condition in compliance with the current Codes of the Borough.

(b) Receive or accept service of written communications and notices.

(c) Arrange for the inspection of the property.

(d) Perform maintenance, cleaning, repair, pest control, snow and ice removal, garbage removal, garbage disposal, and ensure continued compliance with the property with the current Codes of the Borough.

(e) The name, address and phone number of the Landlord and Agent or Manager, where applicable, shall be reported to the Borough Secretary in writing upon filing a report under this Ordinance.

§308. Notice of Violation.

(a) Issuance of Notice. If it appears to the Code Enforcement Officer or Building Inspector or a Police Officer that a violation of this Ordinance has occurred, an enforcement proceeding may be initiated by issuing an enforcement notice to the owner of record of the property, or to any person who has filed a written request to receive violation notices regarding the property, which shall include an Agent or Manager.

(b) Contents of Notice. The enforcement notice shall state at least the following:

(1) The name of the owner of record and any other person against whom the Police Officer or Code Enforcement Officer intends to take action.

(2) The location and/or address of the property in violation.

(3) The specific violation with a description of the requirements which have not been met and citing in each instance the applicable sections and provisions of this ordinance.

(4) The date before which the steps for compliance must be commenced and the date before which the steps must be completed.

(5) That the recipient of the notice has the right to appeal within thirty (30) days from date of the issuance of the notice to the Uniform Construction Code Board of Appeals.

(6) That failure to comply with the notice within the time specified, unless extended by appeal to the Board of Appeals, constitutes a violation, with a description of the sanctions that will result if the violation is not corrected.

(c) Service. Service of the Enforcement Notice shall be effective upon posting the property in a conspicuous manner and sending a copy of the notice certified mail, return receipt requested, to the Landlord or owner of record, and by regular mail to the Agent or Manager, if applicable.

(d) Appeal-Burden of Proof. In any appeal of an enforcement notice to the Board of Appeals, the Code enforcement Officer, Building Inspector or Police Officer, as the case may be, shall have the responsibility of presenting evidence first.

§309. Jurisdiction and Enforcement Remedies.

(a) Jurisdiction. The District Judge shall have an initial jurisdiction over proceedings brought under this Ordinance.

(b) Enforcement Remedies. Any person violating the provisions of this Ordinance shall, upon conviction thereof, be sentenced to pay a fine of not more than six hundred (\$600.00) dollars and costs of prosecution, and in default thereof to undergo imprisonment for a term not to exceed thirty (30) days. Every day that a violation continues shall constitute a separate offense, except that the failure to file a report in a timely manner shall not constitute a continuing offense, but shall be considered a single offense not subject to daily fines unless non-compliance continues without a good faith basis for appeal after a notice of violation has been issued.

(c) The remedy provided for under this section of the Ordinance shall be in addition to any and all other remedies available to the Code Enforcement Officer, Building Inspector, or Police Officer, for a violation of this Ordinance either in law or in equity.

§310. Transfer of Ownership.

(a) It shall be unlawful for the owner of any property upon which a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of the property to another person until the provisions of the notice of violation have been complied with.

(b) The person to whom a property is to be transferred may consent to complying with a notice of violation issued under this Ordinance, by entering into an agreement with the Borough to comply with the notice of violation on or before the date set forth in the notice. The Code Enforcement Officer and Building Inspector shall also be a party to the Agreement.

§311. Fees. The Borough may from time to time establish a fee schedule under this Ordinance. At the time of adoption the fees are as follows:

- (a) Initial filing of Reports By Landlords - \$10.00 per property.
- (b) Filing of Reports of new Owners - \$10.00 per property.
- (c) Filing of Reports by Landlords for Change in Tenants or Vacancy - \$10.00 per filing/unit.

§312. Severability. If any of the provisions of this Ordinance or the application thereof to any owner or circumstances is held invalid, the remainder of the Ordinance, and the application of such provision to other owners or circumstances, shall not be affected thereby and to this end the provisions of this Ordinance are declared to be severable.

§313 Repealer. Any and all other Ordinances or parts of Ordinances inconsistent herewith, are, to the extent of their inconsistency, hereby repealed

Part 4
Certificate of Occupancy

§401. Short Title. This Ordinance shall be known and may be cited as the "Certificate of Occupancy Ordinance for the Borough of White Haven. "

§402. Definitions. For purposes of this Ordinance, the following terms shall have the meanings indicated, unless a different meaning clearly appears from the context:

- (a) Board of Appeals - means the appeal board established by resolution of White Haven Borough pursuant to the adoption of the Uniform Construction Code..
- (b) Building – means any structure having a roof supported by columns or walls and intended for shelter, housing or enclosure of persons..
- (c) Code Enforcement Officer - means the person appointed by the Borough of White Haven to enforce and administer the provisions of this ordinance.
- (d) Commercial - means a building where any nonresidential use, occupation or enterprise is being conducted or performed, including industrial and institutional uses.
- (e) Commercial Unit - means any building or portion thereof being leased or rented for a nonresidential use, occupation or enterprise for a profit, including industrial and institutional uses.
- (f) Owner-Occupied - means a person who owns property and resides in that property on a regular and permanent basis.
- (g) Rooming House – means a building containing one or more dwelling units for the rooming or boarding of at least two or more persons. This term shall include tourist homes, lodging houses and boarding houses.

§403. Inspections and Access. The Code Enforcement Officer is authorized to make inspections to determine whether dwellings unit, rooming houses, and commercial buildings located within the Borough conform to the requirements of this Ordinance. For the purpose of making such inspections, the Code Enforcement Officer is permitted to enter, examine and survey all dwellings units, rooming houses, and commercial buildings, and shall be free to have access thereto upon notice and during all reasonable times for the purpose of such inspection, examination and survey.

§404. Certificate of Occupancy Required.

- (a) Certificate Required. It shall be unlawful for any person to occupy or for any owner or agent thereof to permit the occupation of any building, or addition thereto, or part thereof, for any purpose until a certificate of occupancy has been issued by the Code Enforcement Officer, which certificate may not be issued until it has been demonstrated to the satisfaction of the Code Enforcement Officer that the occupancy complies with all the provisions of this ordinance.

(b) Change of Ownership. No building changing ownership shall be occupied or used without the current owner first securing a certificate of occupancy from the Code Enforcement Officer prior to the transfer or change of ownership. For buildings not changing occupancy after a change in ownership, the new owner shall obtain a certificate of occupancy within thirty (30) days of the date of acquiring ownership.

(c) False Statements. It shall be unlawful for any person to knowingly make any false statement in an application for a certificate of occupancy, including, but not limited to the names, ages, relationship or number of occupants who will occupy the building.

(d) Inspections. If the inspected building meets Borough standards with regard to the following:

1. Smoke detectors
2. Stairway guardrails
3. Open electric/GFI circuits
4. Lack of hot water/heat
5. Broken glass
6. Broken balances on bedroom windows
7. Improper guardrails or handrails for decks or stairs
8. Second means of egress on buildings two stories or higher
9. Fire extinguishers and emergency lighting with commercial buildings, multi-family dwelling units and rooming houses.
10. Occupancy loads established by either the current International Building Code (IBC) or the current International Fire Code (IFC), whichever is least restrictive.
11. All of those other items as listed in the Residential Occupancy Checklist attached hereto as Exhibit "A".

A certificate of occupancy shall be issued by the Code Enforcement Officer, and the Checklist attached hereto as Exhibit "A" shall be completed and signed by the Code Enforcement Officer for each inspection.

(e) Annual Inspections. In the case of commercial buildings with an intended occupancy of fifty (50) or more persons; non-owner occupied two-family dwelling units; multi-family dwelling units of three or more; and rooming or boarding houses, a certificate of occupancy shall only be valid for a period of one year from the date of the last inspection was performed. The issuance of a certificate of occupancy and the annual inspections required under this section shall be in addition to those required under subsection 104 (a) and (b) above.

§405. Fees.

(a) A fee of \$35.00 shall be paid to the Borough and shall accompany each request for a certificate of occupancy in the case of a change of ownership in single family or two-family dwelling units. In addition, inspection fees shall be paid to the Code Enforcement Officer at the time of making application, and prior to any inspections. No application shall be considered filed with the Borough until all related fees have been paid in full.

(b) A fee of \$75.00 shall be paid to the Borough and shall accompany each request for a certificate of occupancy in the case of an annual inspection, or inspections of multi-family dwelling units of three or more units, rooming or boarding houses, and all commercial buildings. In addition, inspection fees shall be paid to the Code Enforcement Officer at the time of making application, and prior to any inspections.

(c) The fees set forth under this section may be changed from time to time by resolution of Borough Council.

§406. Notice of Violation. If it appears to the Code Enforcement Officer that a violation of this ordinance has occurred, the Code Enforcement Officer shall initiate enforcement proceedings by issuing an enforcement notice to the owner of record of the building, to any person who has filed a written request to receive violation notices regarding the building, and to any other person requested in writing by the owner of record of the building. The enforcement notice shall state at least the following:

(a) The name of the owner of record and any other person against whom the Code Enforcement Officer intends to take action.

(b) The location and/or address of the building in violation.

(c) The specific violation with a description of the requirements which have not been met and citing in each instance the applicable sections and provisions of this ordinance.

(d) The date before which the steps for compliance must be commenced and the date before which the steps must be completed.

(e) That the recipient of the notice has the right to appeal within thirty (30) days from date of the issuance of the notice.

(f) That failure to comply with the notice within the time specified, unless extended by appeal to the Board of Appeals, constitutes a violation, with a description of the sanctions that will result if the violation is not corrected.

In any appeal of an enforcement notice to the Board of Appeals, the Code Enforcement Officer shall have the responsibility of presenting evidence first.

§407. Jurisdiction and Enforcement Remedies.

(a) Jurisdiction. The District Judge shall have initial jurisdiction over proceedings brought under this ordinance.

(b) Civil Enforcement Remedies. Any person who or which has violated or permitted the violation of the provisions of this Ordinance shall, upon being found liable thereof in a civil enforcement proceedings commenced by the Code Enforcement Officer, shall pay a judgment of not more than six (\$600.00) hundred dollars, plus all court costs, including reasonable attorney fees incurred by the Borough as a result of said proceedings.

(c) The remedy provided for under this section of the ordinance shall be in addition to any and all other remedies available to the Code Enforcement Officer for a violation of this ordinance either in law or in equity.

§408. Transfer of Ownership.

(a) It shall be unlawful for the owner of any building upon which a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of the building to another person until the provisions of the notice of violation have been complied with.

(b) The person to whom a building is to be transferred may consent to make repairs which have been required by a notice of violation from the Code Enforcement Officer, by entering into an agreement with the Borough to make the repairs required under the notice of violation on or before the date set forth in the notice. The Code Enforcement Officer may not issue an occupancy permit until such time as the repairs are completed by the new owner of the building.

§409. Repealer. All ordinances or parts thereof which are inconsistent herewith are hereby repealed to the extent of their inconsistencies.

§410. Effective Date. This ordinance shall become effective immediately following its adoption.

RESIDENTIAL OCCUPANCY CHECKLIST

WHITE HAVEN BOROUGH

312 Main Street, White Haven, Pa 18661

570-443-9129

General:

- ☐ 1. The residence is prepared for inspection (scheduled an inspection)
- ☐ 2. The Property is free from infestations (insects pests, and vermin)
- ☐ 3. The property is free from junk, debris, trash and trip hazards.
- ☐ 4. Structural Members are free from deterioration
- ☐ 5. All wiring and electrical equipment is safe (no exposed live wiring).
- ☐ 6. No life threatening or endangering conditions exist on the property
- ☐ 7. No broken Glass on the property
- ☐ 8. Second means of egress on buildings two stories or higher.
- ☐ 9. Fire extinguishers and emergency lighting with commercial buildings, multi-family dwelling units rooming houses.

Exterior:

- ☐ 1. Foundation and Exterior Walls are maintained in good condition and weather tight.
- ☐ 2. Foundation/Crawl Space vents and access doors are installed and in good condition
- 3. All exterior surfaces are in good repair
 - ☐ Roof
 - ☐ Siding
 - ☐ Soffit, Fascia
 - ☐ Gutters/Downspouts
 - ☐ Sidewalk
- 4. Address Numbers
 - ☐ Located on the Front of Home
 - ☐ Visible from Street
 - ☐ 4" Numbers 1/2" wide
 - ☐ Contrasting Color
- ☐ 5. All Stairs with four (4) or more steps have graspable handrail.
- ☐ 6. All decks must have guiderails and/or a graspable handrail.
- ☐ 7. All Entry/Exit doors have only single keyed type lockset

Interior:

- ☐ 1. The residence has been properly cleaned and is maintained in a sanitary condition.
- 2. Smoke Detectors
 - ☐ Must Function
 - ☐ One on Each Floor

☐ One in Each Bedroom and Common Area

3. Carbon Monoxide Detectors

☐ Must Function

☐ One on Each Floor

☐ One in Each Bedroom and Common Area

4. Plumbing

Must Function ☐ Toilet, ☐ Tub or Shower (Hot and Cold Water), ☐ Water Heater,

☐ Lavatory, ☐ Heating System ☐ Kitchen Sink (Hot and Cold Water)

☐ Heating and Plumbing is vented and free of any leaks

☐ Hot water tank has a pressure relief valve

5. Electrical

☐ Must Function

☐ All wiring must be free from exposed wire or open wire junctions

☐ All Switches, Junction Boxes, and outlets have covers

☐ Circuit Panel is properly labeled and has no open spaces without a breaker or blank

110 Volts G.F.C.I. Outlets required

☐ Bathroom

☐ Within six (6) feet of Water

☐ Wet Areas – Examples may be- Unfinished basements, sheds, and garages

☐ All Outdoor outlets and must have weather tight covers

☐ 7. Interior walls and doors are in good condition and free of any damage

☐ 8. All Stairways must be structurally sound and free of defects

☐ 9. All Stairs with four (4) or more steps have graspable handrail.

All Occupancy loads shall be established by either the current edition adopted by White Haven Borough of the International Building Code (IBC) or the current edition adopted by White Haven Borough of the International Fire Code (IFC) whichever is least restrictive.

The inspection of property by the White Haven Borough is for purposes of determining minimum compliance with the adopted Borough Code. The owner has no right to rely on the results of such inspection, and that by issuing the Occupancy Permit, White Haven Borough makes no representations regarding the property other than at the time of inspection.

Fee: \$ _____

Inspector/Code Enforcement (sign)

Date & Time

Property Address



WHITE HAVEN BOROUGH

LUZERNE COUNTY

OCCUPANCY PERMIT

These premises known as _____ White Haven
Borough were inspected by the code enforcement officer on _____

Pursuant to section 5 of the White Haven Borough Codes, part 4, section 401 thru 410, as enacted and ordained the 26th
day of November, 2012 by White Haven Borough Council.

Previous Owner and/or Tenant: _____

New Owner and/or Tenant: _____

With Mailing Address at: _____

New Owner Home Phone: _____ New Owner Cell Phone: _____

Date: _____ Use: _____

(Single Dwelling / Commercial / Multi-Family)

Applicant Signature: _____

Official Signature if Approval: _____

FOR OFFICIAL USE ONLY

Use Class #	Description	Fee
1.	Single Family Residential	\$35.00
2.	Community Commercial	\$75.00

This fee shall be in addition to any Zoning Permit Fees or Building Permits. Permit valid as long as occupant occupies
premises without altering or changing its use. **Note: Building Permits may be required in accordance with the PAUCC**

Payment Method: Cash / Check # _____ Date: _____