

Chapter 120

TENANT REGISTRATION STATEMENTS

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[HISTORY: Adopted by the Board of Commissioners of the Township of Upper St. Clair 3-7-83 by Ord. No. 1022. Amendments noted where applicable.]

GENERAL REFERENCES

Definitions and rules of interpretation - See Ch. 3.

- § 120.1. Incorporation of additional provisions.**

The foregoing recitals are incorporated herein as if fully set forth below.¹

¹Editor’s Note: The preceding paragraphs of this ordinance read as follows:
 “WHEREAS, The Township of Upper St. Clair is a Home Rule Municipality organized pursuant to the authority of the Home Rule Charter and Optional Plans Law, 53 P.S. § 1-101, et seq.; and
 “WHEREAS, The establishing of a Tenant and Occupant registration list will allow the Township to more effectively plan the development of municipal services throughout the Township; and
 “WHEREAS, The Township Board of Commissioners , pursuant to its Home Rule powers finds that the efficient collection of Township taxes requires the establishment of a Tenant and Occupant Registration list; and
 “WHEREAS, The owners of Real Property located in the Township have knowledge of the names and addresses of tenants leasing or occupying space within property owned by them.”

§ 120.2. Definitions.

For the purpose of this chapter, the following words shall have the following meanings:

OCCUPANT: A tenant occupying real property and any subtenants or persons sharing or contributing towards the cost of occupying said real property.

REAL PROPERTY: Real property located in the Township of Upper St. Clair, excluding any real property which is used solely by a natural person owner as the domicile for himself/herself and his/her family.

§ 120.3. Registration statement required.

Any owner of real property shall file, at least annually, on a form prescribed by the Township Manager, a registration statement listing the names and addresses of all occupants of such property, including such information as is reasonably necessary for proper planning and tax collection purposes as required by regulation. Where the occupant is not a natural person, a statement as to the nature and business purpose of the entity shall be made. Where a change in occupancy occurs, the owner shall file a registration statement within one (1) month of the new or changed occupancy.

§ 120.4. Filing date for statement. [Amended 8-4-86 by Ord. No. 1224]

The annual registration statements shall be filed with the township no later than the date on which real estate taxes are payable at discount.

§ 120.5. Forwarding of notice to owner; agreements with other parties.

120.5.1. Any person, corporation, partnership or other entity serving as an escrow agent for real property taxes or registered to receive real property tax notices shall forward said notice of this registration statement to the owner; provided, however, that nothing herein shall be deemed to prohibit such an entity from filing the registration statement where authorized to do so by owner, but the owner shall in all case remain responsible for filing the registration statement.

120.5.2. The Township Manager is hereby authorized to enter into agreements with parties covered under this section establishing the form and method of forwarding the registration notice where the Township Manager, in his sole, reasonable discretion, deems such an agreement necessary.

§ 120.6. Filing of false information.

No owner shall knowingly file false, misleading or incomplete information.

§ 120.7. Powers and duties of Township Manager.

The Township Manager is hereby authorized to notify all owners of real property of the requirements of this chapter and to make, amend and repeal regulations governing the content and form of registration statements as well as any other matter necessary for the enforcement of the provisions of this chapter or protection of confidentiality of information supplied to the township. No regulation shall be effective until approved by resolution of the Board of Commissioners.

§ 120.8. Information to be confidential.

Any information gained by the Township Manager, his agent or by any other official or agent of the township as a result of the filing of a registration statement required by this chapter shall be confidential, except for official purposes and except in accordance with proper judicial order or as otherwise provided in this chapter or by law.

§ 120.9. Sharing of information.

The Township Manager may share information obtained from the registration statements with the School District of Upper St. Clair for planning and tax collection purposes, provided that the School District of Upper St. Clair executes and delivers to the township an agreement acceptable to the township to keep such information confidential.

§ 120.10. Violations and penalties.

Any owner, person, escrow agent, partnership, corporation or other entity violating the provisions of this chapter shall be subject to the penalties provided in Chapter 5, Enforcement of Ordinances; Penalties, of the Code of the Township of Upper St. Clair.