

# EAST MANCHESTER TOWNSHIP OCCUPANT REGISTRATION

Occupant Registration per Chapter 144 of The Code of Township of East Manchester (see below)

Please complete and return to: **East Manchester Township**  
Within 10 days **5080 N. Sherman Street Ext.**  
**Mt. Wolf, PA 17347**  
Phone (717) 266-4279 fax (717) 266-0429

Name of Property Owner(s) \_\_\_\_\_

Property Owner Address \_\_\_\_\_  
\_\_\_\_\_

Property Owner Telephone # \_\_\_\_\_

Property Address \_\_\_\_\_  
\_\_\_\_\_

Name(s) and age of all occupants \_\_\_\_\_  
(18 or older) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone #(s) if known \_\_\_\_\_

Date of occupancy \_\_\_ or termination \_\_\_ \_\_\_\_\_

**(CHECK ONE)**

Adopted by the Board of Supervisors of the Township of East Manchester 12-8-1975 as Ord. No. 12-8-75. (Amended in its entirety at time of adoption of Code 7-13-10)

§ 144-5. Information to be provided by owners or landlords.

- A. Every owner, landlord, manager or agent for an owner who rents or leases or offers for occupancy any property or portion thereof in the Township of East Manchester to any tenant or occupant for a period of time in excess of 30 days shall supply the following information to the Township Secretary. (1) The dwelling unit or rooming unit number or street address. (2) The name or names and ages of all tenants and occupants to occupy such property. (3) The mailing address of the dwelling unit or rooming unit. (4) The period of time for which the rental is made, and the actual move-in date and/or move-out date.
- B. The above information shall be provided to the Township Secretary within 10 days of the renting, leasing, subleasing or occupancy of any property in the Township of East Manchester for a period of time in excess of 30 days.

§ 144-12. Violations and penalties; additional remedies.

Any person who violates any provisions of this chapter shall commit a criminal offense, and shall, upon being found guilty by a Magisterial District Judge, after hearing, pay a fine not to exceed \$1,000.00, together with all court costs as permitted by law. In default of payment thereof, the defendant may be sentenced to imprisonment for a term not exceeding 90 days. Nothing contained herein shall be deemed to preclude the Township from seeking other relief or from availing itself of any remedy that may be at law or in equity to prevent continuing violation of the terms of this chapter. Each day that a violation occurs or exists under this chapter shall be deemed a separate offense.