

Residential Rental Unit Owners:

In an effort to promote public health, safety and welfare of its citizens, to establish rights and obligations of owners and occupants relating to the rental of residential rental units and to encourage owners and occupants to maintain and improve the quality of rental housing within the community, The Borough of Danville has adopted a Residential Rental Registration Ordinance effective December 13, 2011.

Within this mailing you will find all applications and forms necessary for obtaining:

- Rental Occupancy License
- Rental Unit Registration
- Rental Agreement

Owners of Residential Rental Units are responsible for registering all Units in their possession.

All units shall be registered within the calendar year of 2012.

The fee for this first year will be:

- \$25.00 if registered January 1, 2012 to April 30, 2012
- \$40.00 if registered May 1, 2012 to August 31, 2012
- \$50.00 if registered September 1, 2012 to December 31, 2012.

Please be aware non-registration of a residential rental unit is a violation of this Ordinance.

Each Rental Occupancy License shall have an annual term running from January 1st to December 31st of each year. (except for the year 2012). The annual license fee shall be paid by July 31st of each year.

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

After July 31st, except for the year 2012, 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.

The Rental Occupancy License fee includes the annual inspection of the rental unit. An inspection check list is included within this mailing to assist you with the minimal code requirements regarding rental units. The inspection of the rental units will begin in the calendar year of 2013. This will give owners a reasonable amount of time to comply with the minimal code requirements.

Also included within this mailing is a summary of the Rental Registration Ordinance to be issued to the Tenant.

Anyone wishing to read the Ordinance in its' entirety or are in need of additional applications or forms, you can log on to the Danville Borough web site: danvilleboro.org, and click on Borough Ordinances, or you may contact the Danville Borough Office during regular business hours, Monday through Friday, 8:00AM to 5:00PM.

Thank You for your cooperation, support, and effort in promoting the health, safety, and well-being of the citizens of the Danville Borough.

