

**BOROUGH OF MILLERSBURG  
DAUPHIN COUNTY, PENNSYLVANIA**

**ORDINANCE NO. 5-18**

**AN ORDINANCE AMENDING MILLERSBURG BOROUGH ORDINANCE NO. 2-05 TO  
CLARIFY THE INFORMATION THAT LANDLORDS SHALL PROVIDE TO THE BOROUGH.**

The Millersburg Borough Council hereby ordains that Section 5 of Ordinance No. 2-05 is amended to read as follows:

Reports of Changes in Use or Occupancy. After the effective date of this Ordinance, each and every landlord of a property within the borough of Millersburg shall report to the Borough Secretary on a report form to be supplied by the Borough Secretary, any change in the use or occupancy of any dwelling unit or business unit owned by such landlord. The reported change shall include the name or names of new tenants of such dwelling or business unit, the date when such change was effected, the forwarding address of vacating tenants if known, **the dates of birth of new tenants, the phone number of new tenants, and the number of persons under the age of 18 residing in a dwelling unit.** A landlord of a hotel, inn or boarding house shall not be required to report a person as a "tenant" until that person has resided in such landlord's establishment for a period exceeding thirty (30) days. In the event that a dwelling unit or business unit was used or utilized by a tenant and then becomes vacant, this change shall also be reported to the Borough Secretary **on a report form to be supplied by the Borough Secretary.** All reports required in his section shall be made within ten (10) days after a landlord has knowledge that such a unit has had a change in occupancy or has become vacant.

ENACTED AND ORDAINED this 14<sup>th</sup> day of November, 2018.

MILLERSBURG BOROUGH  
DAUPHIN COUNTY, PENNSYLVANIA

ATTEST:

Ann Bowman Jackson  
Secretary

Chris P. Ditz  
President

Richard D. Johnson  
Mayor

SEAL