



NEW HANOVER TOWNSHIP

MUNICIPAL BUILDING

NHT

2943 N. CHARLOTTE ST., GILBERTSVILLE, PENNSYLVANIA, 19525-9718

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To Whom It May Concern:

On or before the 30th day of January of each year or within 30 days of the first occupancy of a rental or rentable unit following its conversion to a rental or rentable unit, each landlord shall submit to the Zoning and Code Enforcement Officer, or such other individual as may be designated by the Board of Supervisors, from time to time, a report in a form as may be adopted and approved by the Board of Supervisors, from time to time, which shall include the following information:

- A. A list of the rental or rentable units, including both dwelling units and business units, owned by the landlord situate within New Hanover Township, whether occupied or not occupied.
- B. The address of each rental or rentable unit and business unit.
- C. A brief description of each rental or rentable unit or business unit.
- D. A statement whether or not said rental or rentable unit is occupied, inhabited or otherwise utilized by a tenant or tenants.
- E. The name or names of the tenant or tenants occupying, inhabiting, or otherwise utilizing the aforementioned rental or rentable unit along with the mailing address for said tenant if different from the address for the rental or rentable unit.
- F. A statement of the use or the nature of occupancy of said rental or rentable unit.

Prior to permitting a change of use, occupancy, tenancy, or other utilization of a rental or rentable unit, the landlord shall give notice to the Zoning and Code Enforcement Officer of the intent to permit or allow such change of use, occupancy or tenancy and shall permit the Zoning and Code Enforcement Officer, or such other person as may be designated by the Board of Supervisors from time to time, to inspect the said rental or rentable unit and any portion or part thereof to be occupied or utilized by tenant for compliance with any and all codes, ordinances, rules and administrative requirements of the Township.

After the above information is received and reviewed, the Code Enforcement Officer will determine if an onsite inspection of the unit is necessary. If an inspection is deemed necessary to assure the safety of the tenant, the unit cannot be occupied until the inspection is completed and unit found to be compliant.

Sincerely,


James Wozniak
Code Enforcement Officer