

**PITTSTON TOWNSHIP**  
**Luzerne County, Pennsylvania**  
**ORDINANCE NO. 1-01 of 2025**

**AN ORDINANCE OF THE TOWNSHIP OF PITTSTON FOR THE  
REGISTRATION OF RESIDENTIAL RENTAL PROPERTIES  
LOCATED WITHIN THE TOWNSHIP**

**BE AND IT IS HEREBY ORDAINED AND ENACTED** by the Supervisors of the Township of Pittston, Luzerne County, Pennsylvania, as follows:

**Section 1. Short Title.**

This Chapter shall be known and may be cited as the Pittston Township Rental Registration Ordinance.

**Section 2. Purpose and Legislative Intent.**

The purpose of this ordinance is to promote the public health, safety and welfare of the Township's residents and emergency service responders, to establish rights and obligations of owners and occupants of residential rental properties in the Township and to improve the safety and quality of rental housing units within the Township. This ordinance provides for the systematic registration, licensing, inspection and maintenance of residential rental properties within the Township and provides penalties for violations thereof.

This Ordinance IS NOT intended NOR SHALL IT BE USED for the purpose of including or involving Pittston Township in civil disputes between landlords and tenants including, but not exclusive to, the non-payment of rent, evictions or questions involving warranties of habitability.

**Section 3. Authorization**

This Ordinance is authorized by the general and specific powers vested in the Township by the virtue of the *Second Class Township Code*.

**Section 4. Definitions and Word Usage.**

Unless otherwise expressly stated, the following words and phrases shall be construed throughout this ordinance to have the meanings indicated:

*Agent* shall mean any person designated by the owner.

*Change of Tenant* shall occur when there is a change in the identities of any person constituting a Tenant of the residential rental unit or a change in the number of persons occupying the residential rental unit.

*Code Enforcement Officer* shall mean the person charged by the Township with administering and enforcing all the provisions of this ordinance, any assistants or deputies of same, the Police Chief and any police officer.

***Dwelling*** shall mean a building including one or more dwelling units.

***Family*** shall mean an unlimited number of persons related by blood (within and including the degree of first cousin), marriage or adoption (including foster children) living together in a dwelling unit. Other persons not included in the foregoing definition are called unrelated persons.

***Guest*** shall mean a person on the premises of a residential rental unit with the actual consent of an occupant or the owner of said rental unit.

***Landlord*** shall mean a lessor, or person who acts as agent for the lessor, of any parcel of real estate located in the Township, or a lessor, or person who acts as agent for the lessor, of any improvements on real estate or any building located in the Township.

***Landowner*** shall mean the legal or beneficial owner or owners of land including the holder of an option or contract to purchase (whether or not such option or contract is subject to any condition), a lessee if he/she is authorized under the lease to exercise the rights of the landowner, or other person having a proprietary interest in land.

***Person*** shall mean and include an individual, firm, association, organization, partnership, trust, company, public or private corporation for profit or not-for-profit, political subdivision, agency or instrumentality of the Commonwealth, bureau or agency of the United States, or any other similar entity.

***Premises*** shall mean any lot and any structure or building constructed thereon.

***Residential Rental Unit*** shall mean one or more living and/or sleeping rooms arranged for the use of one or more individuals living as a family with cooking, living and sanitary facilities.

***Tenant*** shall mean a person who rents, either by themselves or with others, a dwelling unit owned by a person other than themselves for a period exceeding 30 days. Tenant shall also mean, an occupant of a residential rental unit with whom a legal relationship with the landlord is established by written or oral lease or by any other enforceable agreements under the laws of the Commonwealth of Pennsylvania.

***Township*** shall mean the Township of Pittston, Luzerne County, Pennsylvania.

***Township Supervisors*** shall mean the governing body of Pittston Township.

## **Section 5. Landlord Duties**

### **A. Rental Registration Requirements**

Within 60 days of the enactment of this Ordinance, each owner, landlord or agent shall submit to the Township, a ***Rental Registration Form*** supplied by the Township, containing the

following information:

- a. A list of all dwelling units owned by the landlord located within the Township;
- b. Address of each unit;
- c. Brief description of each unit (i.e., number rooms, bedrooms, baths, etc.);
- d. Whether occupied or not; *term of lease*; and
- e. Names of the tenant(s) occupying said units.

#### **Section 6. Reports by Persons Upon Becoming Landlords.**

After enactment of this Ordinance, any landlord of any parcel of real estate, dwelling or building located in the Township by agreement of sale, by deed, or by any other means, shall, within 30 days, file a *Rental Registration Form* with the Township.

#### **Section 7. Reports of Changes in Use or Occupancy of Units.**

After the enactment of this Ordinance, each and every landlord within the Township shall report any change in use or occupancy of any unit owned by a landlord on a *Rental Change Form*.

The *Rental Change Form* shall include:

- a. the name or names of new tenants of the units;
- b. the date when the change(s) occurred; and
- c. any vacancies.

All reports shall be filed within 30 days upon notice to the landowner regarding such change(s) in occupancy or vacancy.

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 the landlord's establishment for a period exceeding 30 days.

#### **Section 8. Duties of Code Enforcement Officer.**

Under the authority of this Ordinance, the Code Enforcement Officer shall enforce the provisions of this Ordinance as follows:

- a. Shall maintain a file at the Township of all *Rental Forms* and *Rental Change Forms* filed by landowners within the Township.

- b. Shall maintain a supply of *Rental Forms* as required by this Ordinance.
- c. Shall enforce the provisions of this Ordinance.

**Section 9. Confidentiality.**

The information obtained through the filing of reports shall remain confidential and may be used only for proper Township and emergency services purposes. No listing of tenants will be provided to the general public or individuals absent a warrant or other order of court.

**Section 10. Penalties.**

Any person or entity violating any provision of this Ordinance shall, upon conviction thereof, be sentenced to pay a fine of not less than \$500.00 and not more than \$1,000.00.

**Section 11. Repealer**

All Ordinances or parts of Ordinances inconsistent are hereby repealed.

**Section 12. Severability.**

If any sentence, clause, section, or part of this ordinance is for any reason found to be unconstitutional, illegal or invalid, such unconstitutionality, illegality or invalidity shall not affect or impair any of the remaining provisions, sentences, clauses, sections or parts of this Ordinance. It is hereby declared the intent of the Supervisors of Pittston Township that this ordinance would have been adopted had such unconstitutional, illegal or invalid sentence, clause, section or part thereof not been included herein.

**Section 13. Enactment**

This Ordinance shall be effective immediately upon passage and shall remain in force until modified, amended or rescinded by the Supervisors of the Township of Pittston.

**DULY ENACTED AND ORDAINED**, by the Supervisors of the Township of Pittston, Luzerne County, Pennsylvania in lawful session duly assembled this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

*Submitted by Mr./Ms. ....*

*Seconded by Mr./Ms. ....*

...

**ROLL CALL  
BOARD OF SUPERVISORS**

*Supervisors:*

Yea   Nay   Abstain   Absent

Mr. David A. Slezak, Chairman  
Mr. Joseph Hawk  
Ms. Deborah Taroli

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By: \_\_\_\_\_  
DAVID A. SLEZAK  
Chairman, Board of Supervisors

ATTEST:

\_\_\_\_\_  
SECRETARY  
(SEAL)