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**PART 1
LANDLORD REPORTS**

§ 11-101. Purposes. [Ord. 50, 5/5/1987, § 1]

This Part is enacted to provide for the uniform and equitable distribution of the tax levies in the Township of Oxford and upon the inhabitants thereof and to promote the health, safety, morals and general welfare of the inhabitants of Oxford Township.

§ 11-102. Definitions and Interpretation. [Ord. 50, 5/5/1987, § 2]

As used in this Part, the following terms shall have the meanings indicated, unless a different meaning clearly appears from the context:

BUSINESS UNIT — A parcel of real estate, with or without improvements located thereon, utilized by any person or persons for any commercial activity or purpose.

DWELLING UNIT — One or more rooms used for living and sleeping purposes, arranged for occupancy by one family or by one or more persons, including mobile homes.

LANDLORD — A lessor, or person who acts as agent for the lessor, of any parcel of real estate located in Oxford Township, or a lessor, or person who acts as agent for the lessor, of any improvements on real estate or any building or dwelling unit located in Oxford Township.

PERSON — Any individual, partnership, association, firm or corporation.

TENANT — A person who has the use, either by himself or with others, of a dwelling unit or a business unit owned by a person other than himself, for a period exceeding 30 days.

§ 11-103. Reports by Landlords. [Ord. 50, 5/5/1987, § 3]

Within 30 days from the effective date of this Part, each landlord shall submit to the Township Secretary a report form supplied by the Township Secretary, which includes the following information:

- A. List of the dwelling units and business units owned by the landlord, located within Oxford Township limits, whether unoccupied or not occupied, and any parcels of real estate which are leased to tenants for the purposes of erecting, parking or in any way maintaining a dwelling unit on said property.
- B. Address of each dwelling unit and business unit.
- C. Brief description of each dwelling unit or business unit.
- D. Whether or not said dwelling unit or business unit is inhabited or utilized by tenants.
- E. Names of the tenant or tenants utilizing the aforementioned dwelling unit or business unit, if any.

§ 11-104. Reports by Persons Upon Becoming Landlords. [Ord. 50, 5/5/1987, § 4]

After the effective date of this Part, any person who becomes a landlord of any parcel of real estate or any improvement on real estate or building located in Oxford Township, by agreement of sale, by deed, or by any other means, shall, within 30

days thereafter, report to the Township Secretary the information and date as set forth in § 11-103 above, and on forms to be provided by the Township Secretary.

§ 11-105. Reports of Changes in Use or Occupancy. [Ord. 50, 5/5/1987, § 5]

After the effective date of this Part, each and every landlord of property within Oxford Township shall report to the Township Secretary, on a report form to be supplied by the Township Secretary, any change in the use or occupancy of any dwelling unit or business unit owned by such landlord, or change of occupancy of any dwelling unit located on property owned by any landlord within Oxford Township. The reported change shall include the name or names of new tenants of such dwelling unit or business unit, the date when such change was affected, and the forwarding address of the old tenant or tenants if known. 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 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 Township Secretary. All reports required by this section shall be made within 10 days after a landlord has knowledge that such a unit has had a change in occupancy or has become vacant.

§ 11-106. Duties of the Oxford Township Secretary. [Ord. 50, 5/5/1987, § 6; as amended by Ord. 2003-31, 10/21/2003, § 1]

The Township Secretary, under the authority of this Part, shall:

- A. Maintain on file in the Oxford Township Office the names of the landlords owning dwelling units, business units or properties on which dwelling or business units are located in Oxford Township, said list to include the names of the current tenants of said dwelling units and business units.
- B. Maintain a supply of forms for landlords to use in making reports to the Township Secretary as required by §§ 11-103, 11-104 and 11-105.
- C. Notify the Chief of Police and the Fire Chief(s) of Oxford Township of the address and description of any dwelling unit or business unit that is vacant, unoccupied and not in use.

§ 11-107. Penalties. [Ord. 50, 5/5/1987, § 7; as amended by Ord. 8/6/1996; and by Ord. 2003-31, 10/21/2003, § 1]

Any person, firm or corporation who shall violate any provision of this Part, upon conviction thereof in an action brought before a District Justice in the manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure, shall be sentenced to pay a fine of not more than \$1,000 plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 90 days. Each day that a violation of this Part continues or each section of this Part which shall be found to have been violated shall constitute a separate offense.

PART 2

HOUSE NUMBERING**§ 11-201. Displaying of House Numbers. [Ord. 12/4/1990]**

The house number of the address of the residence or dwelling shall be displayed on the house and mailbox. These numbers shall be of a reflective nature and shall be no less than three inches in height. Whenever both sides of the mailbox are visible, the number shall be displayed on both sides; and on houses the number shall be affixed to the house so as to be visible from the roadway. Where a home is located more than 300 feet from a roadway, the house need not be marked; however, if more than one home is located on a common drive, all houses must be marked so as to be visible from the lane or common drive.

§ 11-202. Notice to Comply. [Ord. 12/4/1990]

Upon notification of noncompliance by a member of the Board of Supervisors and/or their authorized representatives, the notified party shall have 15 days to comply with this Part. This notification may be in written or oral form.

§ 11-203. Secretary's Responsibility. [Ord. 12/4/1990]

Upon issuance of a building permit, the Township Secretary shall inform the person to whom the permit is issued of the requirements of this Part.

§ 11-204. Penalty for Violation. [Ord. 12/4/1990; as amended by Ord. 8/6/1996; and by Ord. 2003-31, 10/21/2003, § 1]

Any person, firm or corporation who shall violate any provision of this Part, upon conviction thereof in an action brought before a District Justice in the manner provided for the enforcement of summary offenses under the Pennsylvania Rules of Criminal Procedure, shall be sentenced to pay a fine of not more than \$1,000 plus costs and, in default of payment of said fine and costs, to a term of imprisonment not to exceed 90 days. Each day that a violation of this Part continues or each section of this Part which shall be found to have been violated shall constitute a separate offense.

§ 11-205. Compliance with Ordinance.

Residents shall have a period of 30 days from adoption of this Part to comply with same.

HOUSING

PART 3

(RESERVED)¹

1. Editor's Note: Former Part 3, Fences, adopted by Ord. 11/16/1999, was repealed 10/11/2017 by Ord. No. 2017-113.

