RESIDENTIAL RENTAL UNIT LICENSING PROGRAM
SUMMARY OF OWNER AND OCCUPANT DUTIES

THIS SUMMARY MUST BE POSTED IN EVERY RESIDENTIAL RENTAL UNIT

A. OWNER'S DUTIES

1. Every owner, operator, responsible agent or manager must manage and maintain all residential rental units in compliance with all applicable City Codes, regulations and State laws; keep the property in good and safe condition; and act to eliminate disruptive conduct.

2. It shall be unlawful to rent any residential rental unit within the City of Allentown without a Registration or a Rental License. **This Registration or Rental License must be displayed in the unit.**

3. The Addendum to Residential Rental Agreement shall be a part of each lease taking effect after January 1, 2000.

4. No Registration or Rental License shall be issued to any unit owned or operated by a person residing outside Lehigh County unless there is provided to the DCED the name, mailing address and telephone number of a designated responsible agent residing or working within Lehigh County, authorized to accept service of process for the legal owner. The owner must notify the DCED within 30 days of any change in responsible agent.

5. **Disruptive Conduct** means conduct or behavior by an occupant or visitor that is loud, offensive, or disturbs other persons in the peaceful enjoyment of their premises, or cause damage such that a report is made to a Police Officer of Public Officer. Such conduct need not be a criminal offense, nor must criminal charges be filed.

6. After three (3) Disruptive Conduct Reports in any twelve (12) months by an occupant, the owner must begin eviction proceedings against the occupants within ten (10) working days, Failure to take action will result in the immediate revocation of the Registration or Rental License.

   A Copy of the Disruptive Conduct Report shall be given or mailed to the occupants and mailed to the owner.

7. The DCED shall keep the names of all occupants evicted because of Disruptive Conduct. Names shall remain listed for five (5) years. The list is available to landlords upon request.

8. Disruptive occupants, upon eviction, shall not re-occupy any unit on the same premises for at least one (1) year from the date of the eviction.

9. The owner may initiate eviction actions prior to the third disruptive conduct incident.

10. **The Registration or Rental License must be displayed in the unit. No residential rental unit within the City of Allentown may be rented without a Registration or a Rental License.**

B. OCCUPANT'S DUTIES

1. The occupants shall comply with all obligations imposed by this program and all applicable City, State laws and regulations and keep the unit in a safe, clean and sanitary condition.

2. All occupants moving into a residential rental unit must obtain a moving permit from the City of Allentown Police Department before taking occupancy.

3. Occupants and their guests shall conduct themselves in a manner that will not disturb the peaceful enjoyment by others of the premises and adjacent or nearby dwellings.

4. Occupants shall not damage or permit others on the premises to damage the unit or engage in disruptive conduct.

5. **Disruptive Conduct** means conduct or behavior by an occupant or visitor that is loud, offensive, or that disturbs other persons in the peaceful enjoyment of their premises, or causes damage such that a report is made to a Police Officer or Public Officer. Such conduct need not be a criminal offense, nor must criminal charges be filed.

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   Failure to take action will result in the immediate revocation of the Registration or Rental License.

7. The owner may initiate eviction actions prior the third disruptive conduct incident.

8. Disruptive occupants, upon eviction, shall not re-occupy any unit on the same premises for at least one (1) year from the date of eviction.

9. The DECD shall keep the names of all occupants evicted because of Disruptive Conduct. Names shall remain listed for five (5) years. The list is available to landlords upon request.

A COMPLETE COPY OF THIS LEGISLATION IS AVAILABLE AT THE CITY CLERK'S OFFICE ON THE 5TH FLOOR OF CITY HALL