

**MOUNT PLEASANT TOWNSHIP
BOARD OF SUPERVISORS**

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Instructions

Landlord Responsibilities

1. Must file Landlord Report by January 31 of each year
2. Must inform the Township of an alternate contact or manager by January 31(if applies)
3. Any person who becomes a landlord must inform the Township of their status within 30 days
4. Must inform the Township of a vacant property within 10 days of vacancy
5. Are not permitted to let any one occupy property without proof of a residency permit

Tenant/Landlord Responsibilities

1. Either the Tenant or the Landlord must apply for a residency permit before occupying a rental property
2. At the time of application a one time fee of \$10 is owed before permit can be issued
3. Tenants must notify the Township within 10 days if a PO Box is obtained

* All applications and forms can be obtained at the Mt. Pleasant Township Office.

*** Any person who fails to comply with the rules that are set forth above and by the ordinance are subject to fines and penalties under Chapter 153 of the Rental Occupancy Ordinance.**