

**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. 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 Section 8 of the Rental Occupancy Ordinance.**