

March 3, 2026

Dear Property Owner:

The Municipality of Kingston enacted the Landlord Registration, Licensing and Occupancy Ordinance in 2011. The purpose of the Ordinance is to establish registration and licensing requirements for landlords in the Municipality of Kingston and to establish and maintain a current record of all rental properties and tenants occupying such properties.

If you are a landlord, you are required to complete all applicable information requested on the enclosed Registration/License Form. The form is also available at www.kingstonpa.org.

What is a rental unit? A rental unit is classified as any structure within the Municipality of Kingston occupied by someone other than the owner of the real estate as determined by the most current deed and for which the owner of the said real parcel of real estate receives any value, including but not limited to money, or the exchange of services. ***Each apartment within a building is a separate unit requiring a license. This applies to residential rentals only. Commercial tenants are exempt.***

What are the registration requirements? Every owner of a residential unit must register the unit with the Code Enforcement Officer in accordance with the following schedule: **A) All owners of residential units must register the units with the Code Enforcement Officer by April 1st of each year; B)** Any individual, entity or firm which converts any structure to a residential rental unit or units shall register the residential rental unit or units with the Code Enforcement Officer within thirty (30) days of the completion of the conversion, within thirty (30) days of the time when any rent, including the exchange for other services for the unit or units is obtained, or within thirty (30) days of the date which a tenant or tenants occupies the unit or units.

It shall also be the responsibility of the grantee and the grantee's agent to notify the Municipality of Kingston within ten (10) days of any purchase or transfer of a rental unit.

What are the licensing requirements? As a prerequisite to entering into a rental agreement or permitting the occupancy of any rental unit, the owner of every such rental unit shall be required to apply for and obtain a license for each rental unit. **The cost of a license shall be TWENTY-FIVE DOLLARS (\$25) per unit if paid by April 1st. The cost of the license shall be FIFTY DOLLARS (\$50) per unit if paid between April 2nd and June 30th. The cost of the license shall be ONE HUNDRED DOLLARS (\$100) per unit if paid between July 1st and December 31st. The license is valid for the calendar year January 1st to December 31st. LANDLORDS ARE SUBJECT TO FINES OF UP TO \$500 IF FEE NOT PAID BY APRIL 1ST.**

Am I required to appoint a property manager? Every owner/landlord residing further than twenty (20) miles from the corporate boundaries of the Municipality of Kingston **must** designate a property manager or person responsible for the care of all rental property. The property manager will be the direct point of

contact for disruptive conduct, emergencies, and any other occurrence that may be of a time sensitive nature.

Will I be held accountable for the peace and good order of my tenants? The owner/landlord is responsible for the management of their property in conformity with the Laws of the Commonwealth of Pennsylvania and the Ordinances of the Municipality of Kingston. Owner/landlord must be proactive in managing their property and are to utilize all legal means available to them to evict tenants who “routinely engage” in disorderly conduct, disturb the public peace, create excessive noise, or violate the criminal laws of the Commonwealth of Pennsylvania relating to illegal drugs. The term “routinely engage” is defined as three (3) or more violations of any of the foregoing in any sixty (60) day period or more than eight (8) times in any twelve (12) consecutive month period.

Are there enforcement conditions and violations? **A)** Any owner/landlord who fails to comply with the registration requirements of this Ordinance is in violation of this Ordinance **B)** Any owner/landlord who rents a residential unit requiring a license without a valid, current license, issued by the Municipality of Kingston authorizing such use, is in violation of this Ordinance **C)** Any owner/landlord who resides or has its corporate office farther than twenty (20) miles of the corporate boundaries of the Municipality of Kingston who fails to appoint a Property Manager is in violation of this Ordinance **D)** Any owner/landlord who fails to maintain their property in conformity with Municipal Ordinances is in violation of this Ordinance. A record of any unpaid citations for property maintenance violations shall be conclusive evidence of a violation of this Ordinance and shall prevent and preclude the issuance of any License pursuant to this Ordinance **E)** Any owner/landlord who fails to utilize all legal means available to them to evict tenants who “routinely engage” in disorderly conduct, disturbances of the public peace, create excessive noise, or violate the criminal laws of the Commonwealth of Pennsylvania relating to illegal drugs is in violation of the Ordinance.

Any owner/landlord of a residential rental unit who violates any provision of this Ordinance shall, upon conviction, be sentenced to pay a fine of no less than \$100 up to \$500. Each day an owner/landlord operates a rental unit in violation of this Ordinance shall be treated as a separate offense.

Kingston Code Enforcement Officers will pursue verification of rental status by conducting site visits of properties whose owners fail to register as rentals.

Tenants will receive a notice in a future mailing that they may contact the Kingston Code Enforcement Office at 288-4576, ext. 115 to report any unresolved safety or code violations.

A complete copy of the Ordinance and required forms are available at www.kingstonpa.org. All forms are due by April 1, 2026. If you are a tenant and receive this notice, please give it to your landlord/property owner. All forms must be returned.