



**Community Development Department  
66 Mentor Avenue  
Painesville, Ohio 44077**

**Subject: Rental Registration for 2020 to 2023**

Dear Sir/Madam:

Rental registration forms are now available for renewal for the period 2020 to 2023. **The deadline for returning the form along with payment is February 15, 2020.**

The purpose of the Rental Dwelling Registration Ordinance is to assist rental property owners in finding suitable tenants and improving safety through the Crime Free Rental Housing training. The rental registration process also establishes an efficient way to communicate important information to rental property owners or their designated local agent. The goal of the program is to work with the owners by informing them of any potential problems and what is expected of them as property owners within the City of Painesville. The Rental Dwelling Registration Ordinance requires that any owner who does not reside within Lake County or an adjacent county, Summit County or Portage County shall be required to designate such an agent. Any designated agent must reside in Lake County or an adjacent county, Summit County or Portage County.

Please fill out the rental registration form and make a checks payable as appropriate to the number of units owned, to the City of Painesville. **Please note: Even if you registered in the past, you must complete the registration form. Email and phone numbers must be provided.** In addition, each property must be registered as titled.

The fees for the number of units owned are as follows:

<b>1-3 Units</b>	<b>\$20.00</b>	<b>11-50 Units</b>	<b>\$50.00</b>
<b>4-10 Units</b>	<b>\$30.00</b>	<b>50+ Units</b>	<b>\$150.00</b>

**Make checks payable to the City of Painesville with appropriate fee and completed registration form to the Community Development Department, Rental Registration at PO Box 601, Painesville, OH 44077.** If you would like a receipt forwarded to you, please include a self-addressed stamped envelope or provide us your email address and we will electronically send the receipt to you. For cash payments, our physical location is 66 Mentor Avenue, although mail is preferable. Please note: we do not accept credit or debit cards.

Painesville City Ordinance requires that the rental registration form be updated pursuant to any changes in the status of your registration (i.e., sale of the existing rental property, purchase of additional rental property, a change of the designated local agent). Owners are required to keep their registration information current. Therefore, if you have recently sold this property, we would appreciate your assistance in identifying the new owner. **Failure to register by February 15, 2020** will result in a minimum fine of \$220.00+ per structure per unit as prescribed by code and may be referred to the Painesville Municipal Court for appropriate action.

We want to thank you for your cooperation in advance! Our goal is to work with you to make it as easy as possible to register your Rental Property with the City of Painesville. Please do not hesitate to call Community Development Department at 440-392-5931 if you have any questions.

Sincerely,

*Douglas L. Lewis*

Douglas L. Lewis  
Assistant City Manager/Community Development Director  
Community Development Department

*Noell Sivertsen*

Noell Sivertsen  
Housing Inspector – Administers Rental Registration  
Community Development Department