



CITY OF PAINESVILLE RENTAL DWELLING REGISTRATION CHECKLIST



STEPS TO REGISTER YOUR RENTAL DWELLING/S

- 1) Obtain rental dwelling registration packet at the Community Development Department, 66 Mentor Avenue, Painesville, Ohio 44077 or on the City of Painesville's website at www.painesville.com . The packet will contain the following information:
 - a) Step by step checklist to register rental properties
 - b) Chapter 1373 – Rental Dwelling Registration of Painesville Codified Ordinances
 - c) Rental Dwelling Registration Form
 - d) Crime Free Rental Housing Information

You may also obtain the Rental Dwelling Registration Form on-line at www.painesville.com . From the City's home page, follow the links to access the registration packet: >City Departments >Community Development >Rental Registration>Rental Dwelling Registration Packet.

- 2) Complete "Rental Dwelling Registration Form" for **all** rental properties that you own and return to the Community Development Department. Call (440) 392-5931 if you have questions regarding the form. The form must be completely filled out and signed.
- 3) When you submit the registration form to Community Development, they will provide you with a receipt showing proof that your property/ies have been registered.
- 4) Take the receipt to the Painesville Police Department or call (440) 392-5840 to register for the 4-hour Crime Free Rental Housing Seminar. The Community Service Officer will inform you when a class will be offered. New classes are dependent on a minimum number of participants. **If you have already taken the class, you will not be required to do so.**
- 5) Attend the Crime Free Rental Housing Seminar.
- 6) Within 30 days of completing the Crime Free Rental Housing Seminar, staff from the City of Painesville will conduct a crime prevention inspection or CPTED of your rental properties, if approved by you at the Crime Free Rental Housing Seminar.

For questions, please contact the Community Development Department at (440) 392-5931.

Chapter 1373 **Rental Dwelling Registration**

1373.01 Purpose.

1373.015 Compliance required; application of chapter.

1373.02 Inventory and damage lists; security deposits.

1373.03 Disclosure.

1373.04 Registration of rental dwellings required.

1373.05 Appeals.

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1373.01 PURPOSE.

The Rental Registration Program requires all residential rental properties to be registered with the City of Painesville. The purpose of the Rental Dwelling Registration Program is to obtain essential information about the property owner of the rental property. The objective is to educate rental property owners on how to find suitable tenants and improve safety through the Crime Free Rental Housing Program. The rental registration process establishes an efficient way to communicate important information to rental property owners or their designated local agent. The objective of the program is to work with the rental owners by informing them of any potential problems and what is expected of them as landlords within the City of Painesville. In addition, it assists in the prevention and correction of property maintenance violations pertaining to residential rental properties in order to maintain safe and attractive neighborhoods for the benefit of all its citizens.

(Ord. 14-17. Passed 6-19-17.)

1373.015 COMPLIANCE REQUIRED; APPLICATION OF CHAPTER.

(a) No person shall occupy or let to another for occupancy any dwelling or dwelling unit, for the purpose of living, sleeping, cooking or eating therein, which does not comply with the provisions of this chapter.

(b) This chapter applies to rental dwelling units located within the City, except for the following:

(1) Any dwelling unit owned or leased by a college or university and operated by a college or university for the purpose of use as student housing;

(2) Any single family dwelling unit occupied by a person or persons purchasing the dwelling unit under a contract of sale;

(3) Any hotel, motel or other similar lodging where occupants are transient;

(4) Any single family dwelling unit where the owner resides therein, or any single family dwelling unit where the owner normally resides but is temporarily absent for a

period not to exceed one year and, during the period for said absence, leases the dwelling unit to another;

(5) Any single family dwelling unit whose owner occupies the dwelling unit, rents to one or more occupants, and share common bathroom and kitchen facilities with the occupant;

(6) Any dwelling unit utilized as a nursing home or assisted living facility;

(7) Any dwelling unit occupied by the immediate family members of the owner of the dwelling unit.

(Ord. 8-09. Passed 3-2-09; Ord. 10-11. Passed 2-7-11; Ord. 13-14. Passed 9-15-14; Ord. 14-17. Passed 6-19-17.)

1373.02 INVENTORY AND DAMAGE LISTS; SECURITY DEPOSITS.

(a) The owner or his agent shall contact the occupant and arrange a joint inspection of the premises to occur within ten days of occupancy of the rental unit. The owner or his agent and the occupant shall at that time jointly complete an inventory and damage list, and this shall be signed by all parties to the tenancy agreement. Duplicate copies of the inventory and damage list shall be retained by all parties and shall be deemed a part of the tenancy agreement.

(b) The owner or his agent shall contact the occupant and arrange a joint inspection of the premises to occur at the end of the occupancy and prior to the occupancy of the next occupant. Any damages to the rental unit shall be noted on the inventory and damage list, and the list shall thereupon be signed by the parties. If the parties can agree to the cost of repair, such portion as is due the occupant shall be refunded within 30 days after termination of the rental agreement and delivery and possession.

(c) (1) The owner or his agent shall have a duty to initiate the joint inspections; however, both the owner or his agent and the occupant shall have an affirmative duty to make a good-faith effort in scheduling joint inspections. In the event the owner or his agent is unable to schedule an inspection with the occupant through contacting the occupant by telephone, personal message or personal contact, the owner or his agent may show compliance with this section by producing the following: a copy of a letter to occupant stating the time and place of inspection; and a normal business record showing that this letter was mailed to the occupant by first class mail at least two days prior to the date of the inspection.

(2) If the owner or owner's agent cannot arrange a joint inspection pursuant to the above procedures, the owner or agent shall complete the inspection, noting on a signed and dated inspection report any damages that exceed normal wear and tear. A copy of the report shall be provided to the tenant.

(d) The owner's or agent's copy of all inspection reports shall be retained for a minimum of the present lease period and the two subsequent lease periods, or for a period of four years, whichever is less.

(Ord. 8-09. Passed 3-2-09; Ord. 13-14. Passed 9-15-14; Ord. 14-17. Passed 6-19-17.)

1373.03 DISCLOSURE.

(a) A party signing a tenancy agreement as owner shall disclose therein or in a separate writing furnished to the occupant at or before the commencement of tenancy the name and usual address of each person who is:

(1) Authorized to manage the premises; and

(2) An owner of the premises or his agent who is authorized to act for and on behalf of the owner for the purpose of service of process and for the purpose of receiving all notices and demands.

(b) The information required by this section shall be kept current. The provisions of this section shall extend to and be enforceable against any successor owner or manager.

(c) The owner or owner's agent shall provide to each occupant, at or before the commencement of occupancy, a summary of the tenants' and owners' rights and responsibilities.

(d) The Community Development Department shall furnish, upon request, to each registered owner or owner's agent of rental property subject to this chapter a copy of the Painesville Property Maintenance Code.

(Ord. 8-09. Passed 3-2-09; Ord. 13-14. Passed 9-15-14; Ord. 14-17. Passed 6-19-17.)

1373.04 REGISTRATION OF RENTAL DWELLINGS REQUIRED.

(a) No person shall use real estate located within the City for the purpose of erecting or maintaining a rental dwelling thereon without registering such property with the Community Development Department of the City. Each registration application shall be filed with the Community Development Department and accompanied by the registration fee listed below. Each registration application shall be signed by the owner of the property being registered, or said owner's authorized agent, and shall include the following information:

(1) Name, address and contact information of owner;

(2) Legal address of the property;

(3) Brief description of type and number of rental unit(s); and,

(4) Name, address and contact information of designated local agent, if any, authorized to receive notification of complaints, damages, emergencies, substandard conditions or other communications, including service of process. 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.

(b) Whenever ownership of a rental unit changes, the new owner shall register the property within 60 days of the transfer of ownership.

(c) Notification of the owner or his agent at the address shown on the registration form shall constitute sufficient notice pursuant to any provision of this chapter.

(d) Registration completed pursuant to the provisions of this chapter shall expire at the first registration expiration date that occurs after registration. For the purposes of this chapter, the registration expiration dates shall be February 15, 2014 and each February 15 every three years thereafter. Upon the expiration of a property's registration pursuant to this chapter, subsequent registration shall be required as provided by this chapter.

(e) The fee for registering rental dwelling units shall be based on the number of units owned within the City limits and is as follows: one to three units, twenty dollars (\$20.00); four to ten units, thirty dollars (\$30.00); 11 to 50 units, fifty dollars (\$50.00); and more than 50 units, one hundred fifty dollars (\$150.00).

(f) First Time Registration. In addition to the rental registration fee above, if a rental dwelling required to be registered pursuant to the provisions of this chapter is left unregistered for more than 60 days from the registration deadline in (d) or 60 days from the transfer of title, the owner shall pay a penalty of one hundred dollars (\$100.00) and an administrative fee equal to the rental registration fee.

(g) Renewal Registration. In addition to the rental registration fee above, any rental dwelling that was previously registered with the City but timely renewal of the rental registration did not occur on or before the renewal date as provided for in (d), the owner shall pay a penalty of two hundred dollars (\$200.00) and an administrative fee equal to the rental registration fee.

(h) The fees and penalties listed above (e), (f) and (g) shall be made retroactive to January 1, 2017 for violations occurring prior to the passage of Ordinance 14-17.

(i) Upon successful completion of the registration application form, the City of Painesville shall issue to the registrant a receipt of payment as proof of the registration. Receipts of payment shall be nontransferable.

(j) The owner or the designated local agent of property registered pursuant to the provisions of this chapter must complete the Crime Free Multi-Family or Crime Free Residential Rental Program offered by the City of Painesville Police Department and provide proof of same to the Community Development Department of the City. For properties registered pursuant to the chapter prior to June 1, 2014, said proof shall be provided on or before December 1, 2014. For properties registered on June 1, 2014 or thereafter, said proof shall be provided within six months of registration.

(Ord. 8-09. Passed 3-2-09; Ord. 10-11. Passed 2-7-11; Ord. 13-14. Passed 9-15-14; Ord. 14-17. Passed 6-19-17.)

1373.05 APPEALS.

Any owner who is served a notice of rental registration may, within ten calendar days of receipt of such notice, apply for an exemption or appeal the findings of the Property Maintenance Officer as set forth in Section [1349.32](#) of the Building Code.

(Ord. 14-17. Passed 6-19-17.)

 **1373.99 PENALTY.**

Any person, firm or corporation or his or their agents who violates any provisions of this chapter or who fails or refuses to abide by the terms issued pursuant to this chapter is guilty of a misdemeanor in the fourth degree for each offense. A separate offense shall be deemed committed each day during which a violation continues.

(Ord. 8-09. Passed 3-2-09; Ord. 13-14. Passed 9-15-14; Ord. 14-17. Passed 6-19-17.)



MANDATORY RENEWAL 2020 -2023

CITY OF PAINESVILLE RENTAL DWELLING REGISTRATION FORM

Dear Rental Property Owner:

Pursuant to the City of Painesville Code Section 1373 - Rental Dwelling Registration, either a rental property owner or the owner’s local agent shall register all rental properties with the City of Painesville in 2011 and every 3 years thereafter (by February 15, 2020, 2023, 2026...). In the case of a transfer of ownership, or change in owner’s local agent, or change in the number of rental units, or change in the dwelling occupancy from owner occupancy to rental tenant occupancy, the rental property owner or owner’s local agent shall complete and submit a registration form for each and every residential unit affected by the transfer.

MANDATORY -- Please complete the supplemental registration form for each residential property address. Applications will NOT be accepted if ALL information is not completed.

Check one of the following that applies:

Requirement to update information. Within thirty (60) days of the transfer of ownership, or change in owner’s local agent, or change in the number of rental units, or change in the dwelling occupancy from owner occupancy to rental tenant occupancy, the rental property owner or owner’s local agent shall complete and submit a registration form for each and every rental property affected by the transfer.

- New rental registration Renewal Change of Owner’s Local Agent
- Change of Owner Change of Address/Phone Change in Number of Units
- Change from Owner to Rental Tenant Occupancy

Section I: Property Owner Information (Required)

(Property Owner refers to person or persons with ownership to the property.)

Ownership Type (Please Circle): Sole Proprietorship | Partnership | Corporation | Trust | Other

If Sole Proprietorship or Individual Owner, please complete the following:

Property Owner’s Name: _____
 Owner’s Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone Number: _____ E-Mail Address: _____

If Partnership, Corporation, Trust or Other, complete the following for one partner, officer or trustee:

Tax ID Number of Partnership or Corporation: _____
 Name: _____
 Title: _____
 Address: _____
 City: _____ State: _____ Zip Code: _____
 Telephone Number: _____ E-Mail Address: _____

(MORE ON NEXT PAGE)

Section II: Designation of Owner's Local Agent/Rental Manager (Required)
(Required if Owner does not reside in Lake County or within an adjacent County or Summit and Portage Counties; or when the owner is a Corporation, Partnership, trust or other legal entity.)

Name of (Please Circle): Management Company | Operator | Agent | Contact Person:

Name of Owner's Local Agent or Management Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ After Hours Contact Number: _____

E-Mail: _____

Ohio Real Estate License Number: _____

Tax ID Number of Partnership or Corporation: _____

Questions:

- a. Does the property owner or rental manager conduct criminal background checks on each and every tenant?
Yes _____ No _____

- b. Does a written lease exist for each and every rental property and unit dwelling thereon?
Yes _____ No _____

- c. Does a written lease addendum commonly known as a "Drug Free/Crime Free Lease Addendum" exist for each and every written lease?
Yes _____ No _____

I hereby apply for a Rental Dwelling Registration or Renewal and I acknowledge that the information above is **complete and accurate**. I have read and understand the Rental Registration Dwelling Ordinance – Code Section 1373 for operating a rental dwelling in the City of Painesville and agree to comply with these requirements. I understand that this is not a rental housing license, but only a registration of the rental unit(s) operated within the City of Painesville. I understand that failure to fully complete this form may result in monetary penalties and/or being cited into Court.

Applicant's Signature

Date

**CITY OF PAINESVILLE
RENTAL DWELLING REGISTRATION
PROPERTY ADDRESS LISTING FORM**

(This page may be duplicated as needed)

Property Owner Name from Page 1: _____

- 1) Address: _____
Property Parcel#: _____
Type: Single Family () Duplex ()
Multi-Family () number of units if multi-family _____
- 2) Address: _____
Property Parcel#: _____
Type: Single Family () Duplex ()
Multi-Family () number of units if multi-family _____
- 3) Address: _____
Property Parcel#: _____
Type: Single Family () Duplex ()
Multi-Family () number of units if multi-family _____
- 4) Address: _____
Property Parcel#: _____
Type: Single Family () Duplex ()
Multi-Family () number of units if multi-family _____
- 5) Address: _____
Property Parcel#: _____
Type: Single Family () Duplex ()
Multi-Family () number of units if multi-family _____
- 6) Address: _____
Property Parcel#: _____
Type: Single Family () Duplex ()
Multi-Family () number of units if multi-family _____

FOR INTERNAL USE ONLY

Zoning: 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____

Amount Paid: _____ Check #: _____

Certificate Issued: 1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____

Date Issued: _____ Expiration Date: _____ Processed by: _____

Proof of completion of Crime Free Housing: _____



CITY OF PAINESVILLE Crime Free Rental Housing Program



The Painesville City Police Department is happy to present a FREE Crime Free Rental Housing Seminar. The Crime Free Rental Housing Program consists of a 4-hour seminar that is a requirement of the Painesville City Rental Dwelling Registration Ordinance 1373. The seminar is open to any owner of rental property within the City of Painesville.

The Crime Free Rental Housing Program is a state-of-the-art, crime prevention program designed to reduce crime, drugs, and gangs on small rental properties. The program was developed in 1992 by the Mesa, Arizona Police Department. Over 1,700 communities in 44 states and 4 Canadian provinces have been trained in the Crime Free Program. The information contained in the seminar is a compilation of experience and proven methods from professional rental property managers, lawyers, and police officers.

Seminar topics include:

- Explanation of the City of Painesville's Criminal Activity Nuisance ordinance
- Overview of community policing and city resources available to assist you
- Explanation of the Crime Free Lease Addendum, with samples provided
- Crime Prevention and Risk Management
- CPTED (Crime Prevention Through Environmental Design) overview
- Applicant Screening, Active Property Management, and Working with the PPD
- City of Painesville rental issues/inspections/miscellaneous ordinances
- Evictions

Seminars are generally held at the Morse Avenue Community Center located at 224 Jefferson Street, Painesville, Ohio and are scheduled on an as-needed basis. Pre-registration is required and can be done by registering at the Painesville Police Department, 28 Mentor Avenue, Painesville, Ohio or by calling 440-392-5840.