



CITY OF PAINESVILLE RENTAL DWELLING REGISTRATION CHECKLIST



2023-2026 REGISTRATION

STEPS TO REGISTER YOUR RENTAL DWELLINGS

- 1) Obtain rental dwelling registration application at the Community Development Department, 66 Mentor Avenue, Painesville, Ohio 44077 or on the [City of Painesville's website](#). The application will contain the following information:
 - a) Rental Dwelling Registration Applications – **registration deadline listed on application**
 - b) Information from Painesville Codified Ordinances regarding Rental Registration (all rental ordinances can be found under [City Code Section 1373](#))
 - c) Crime Free Rental Housing Information
- 2) Complete “Rental Dwelling Registration Application” for **each individual** rental properties that you own and return to the Community Development Department. Call (440) 392-5931 if you have questions regarding the application. The application 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 is registered.
- 4) Take the receipt to the Painesville Police Department or call (440) 392-5840 to pre-register for the 4-hour Crime Free Rental Housing Seminar. Seminars are held online and are scheduled on an as-needed basis. If you have already attended a seminar hosted by the Painesville Police Department, you will not be required to do so a second time. However, as laws, programs and procedures change, new and updated information is always being added. Please feel free to register for a refresher seminar to receive the latest up-to-date information.
- 5) Attend the Crime Free Rental Housing Seminar.

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



CITY OF PAINESVILLE RENTAL DWELLING APPLICATION

MANDATORY -- The Rental Dwelling Registration Program is a mandatory program with a three-year renewal requirement. **The current registration cycle begins March 15, 2023 and is valid through March 14, 2026, to be renewed every three years thereafter.** Multiple parcel numbers or property locations can't be listed on one application unless it is considered a Unified Rental Location/Complex. Ownership is verified by information listed on [Lake County Auditor's website](#). Please verify this information by visiting the Lake County Auditor's website. Incorrect or incomplete applications will be returned.

Property Address _____

Parcel Number(s) _____

Single Family Duplex Multi-Family **and** Number of Units _____

Name if a Unified Rental Location/ Complex _____

New rental registration Renewal Registration Change of Owner or Local Agent
Change of Address/Phone Change of Address/Phone Other _____

Fees per rental property location; 1-10 Units = \$30.00; 11-50 Units = \$50.00; 51 or more Units = \$150.00.
Late First Time Registration, fee is doubled + \$100.00 penalty.
Late Renewal Registration, fee is doubled + \$200.00 penalty. TOTAL DUE _____

Section I: Property Owner Information (Required to provide person(s) or partner with ownership to the property)

Property Owner's Name (*Auditor Information*): _____

Owner's Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ E-Mail Address: _____

Tax ID Number if a Partnership or Corporation: _____

Name of partner/contact with Corporation: _____

Contact Telephone Number: _____ Contact E-Mail Address: _____

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 Owner's Local Agent or Management Company: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ E-Mail: _____

Chapter 1373 Rental Dwelling Registration

1373.01 **Purpose.**

1373.04 **Registration of rental dwellings required.**

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.

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 March 15, 2023 and each March 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 calculated for each separate rental property location and if the rental property location has multiple units or is an apartment complex then also based on the number of units located at each separate rental property location within the City limits and is as follows: one 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). For the purposes of this Section, RENTAL PROPERTY LOCATION is defined as the real estate parcel on which a rental property is situated. If the rental property is situated on two or more adjacent parcels and is part of a unified apartment location that consists of two or more apartment units, then that also is considered as a single Rental Property Location.

(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.



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, agent, representative, manager or staff 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 held online and are scheduled on an as-needed basis. Pre-registration is required and can be done by visiting the Painesville Police Department, 28 Mentor Avenue, Painesville, Ohio or by calling 440-392-5840.