



Rental Property Registration FAQ's

City Ordinance ORD-0053-2018

What is the purpose of the Rental Property Registration requirement?

Rental property registration allows for enhanced communication between the City and rental property owners. It requires a designated local person to be responsible for activities which occur on the premises. Having a designated local person available instead of a business or corporation will facilitate communication between city staff and owners or their responsible agents. The City's goal is to be able to contact a property owner or responsible party as soon as we know there is an issue so it can be addressed quickly, which in turn helps protect the health, safety and welfare of the community and helps preserve an attractive and desirable community.

How often must the property be registered?

Applications are to be completed prior to renting or leasing a residential property and updated annually. In addition, if the rental contact information changes, the contact information shall be updated within 30 days of change.

Can I use a P.O. Box as an address?

No, you must provide an actual personal or business physical address. You may provide the P.O. Box as additional/supplemental information.

What will the process be like?

Initial application and fees include the first property inspection and one follow up inspection. A fee of \$25 per unit needing to be re-inspected will be charged for each follow up inspection thereafter until the property is in full compliance.

Registration Fee Schedule

Application and Registration Fee

- Single family rental dwelling unit- \$100.00
- Two family rental dwelling unit- \$75.00 for each dwelling unit
- Multi-family rental dwelling unit- \$75.00 for each of the first four dwelling units and \$50.00 for each additional dwelling unit calculated separately for each building structure.
- Rental Registration Late Fee- \$25.00 per unit calculated separately for each building structure
- Re-inspection fee- \$25.00 per unit/per inspection shall be assessed for any additional inspections needed on a per unit basis if violations are not corrected within the amount of time given by the Designated City Official.



What constitutes a residential rental property?

The Ohio Revised Code 5323.01(E) defines a rental property as,

- "Residential rental property" means real property that is located in a county that has a population of more than two hundred thousand according to the most recent decennial census and on which is located one or more dwelling units leased or otherwise rented to tenants solely for residential purposes, or a mobile home park or other permanent or semi-permanent site at which lots are leased or otherwise rented to tenants for the parking of a manufactured home, mobile home, or recreational vehicle that is used solely for residential purposes."

Do I have to register a property if it is a duplex or multi-unit and I (the owner) occupy one of the units?

Yes, you still have to register.

What information must be filed?

The contact agent must file the following information:

- In the case of property owned by an individual or individuals, the name, address, and telephone number of the owner who is filing as the contact agent for the property.
- In the case of an owner other than an individual or individuals, the name, address, and telephone number of the individual who is filing as the contact agent for the property.
- The street address and permanent parcel number of the residential rental property and number of units on the property.

Who must file?

If a property has multiple individual owners (John, Jane and Joe Doe), only one of them is required to file as the contact agent. If a property has only one owner but is used as a rental property, the owner must register as the rental contact liaison for the property. If the property is owned by a trust, business trust, estate, partnership, limited partnership, limited liability company (LLC), association, corporation, or any other business entity, then one of the following persons, as indicated below, must file as the contact agent.

If the property is owned by:

- a trust - a trustee must file
- an estate - the executor or administrator must file
- a partnership or a limited partnership - a general partner must file
- a limited liability company - a member, manager, or officer of the company must file
- an association - an associate representative must file
- a corporation – a member, manager or officer must file
- any other business entity - a member, manager, or officer



When must the Information be filed?

An owner or representative of a residential rental property must file the required information with the City of Gahanna within (30) thirty days (including weekends and holidays) after any change in the information occurs or upon within 30 days of transfer of ownership.

Where will the required information be maintained?

The City of Gahanna will record the required information in the Public Service and Engineering Department located at 200 S. Hamilton Rd. Gahanna, Ohio 43230.

When and how is the penalty amount assessed?

The penalty amount is charged as a special assessment against the real property that is the subject of the violation. Assessments that accrue against a property during the year should be added to the next year's tax list prepared by the county auditor and billed and collected in the same manner as real property taxes.

Appeal of the penalty amount

Special assessments may be appealed to the City of Gahanna Board of Zoning, whether it is paid or unpaid.

What if I sell the property?

The new owner/landlord must register the property within 30 days of the transfer of ownership.

What will the inspector be looking for?

For your convenience, you can find a sample inspection sheet to use as a guideline at www.gahanna.gov. The inspector will be using this checklist at the inspection.

What happens if there are violations?

You will receive an inspection report showing if violations are found. The property representative will be given ample time to correct the violations and a re-inspection will be scheduled.

Do I have to be present at the time of the inspection?

No, a representative is not required to be present during the inspection but may do so if desired. The inspector will send the results of the inspection to the address listed on the rental application along with instruction for a follow-up inspection if another inspection is required.

If you have additional questions that are not addressed in these FAQ's, you can contact the City of Gahanna Public Service and Engineering Department at 614-342-4025.