



RENTAL REGISTRATION NOTIFICATION ANNOUNCEMENT

City of Gahanna

--- ACTION REQUIRED ---

Rental Registration and Maintenance Regulation- File # ORD-0053-2018

Greetings Property Owner:

We are informing you that effective January 31, 2019, the City of Gahanna adopted a Rental Registration and Property Maintenance Ordinance in order to ensure the health, welfare, and safety of the community. The purpose of this ordinance is to create a current and reliable inventory of rental housing units within the City and to ensure all rental properties are kept in compliance with the City of Gahanna property maintenance codes. This ordinance requires all owners of residential rental properties located in the City of Gahanna to register all rental properties annually.

To comply with the Residential Rental Registration requirement, please complete these easy steps:

1. Go to www.Gahanna.gov to obtain a Rental Registry Application form.
2. Mail or present in person: completed application and fee payment to:
City of Gahanna Public Service and Engineering Department
Attn: Rental Registration Program
200 S. Hamilton Rd.
Gahanna, Ohio 43230
3. Your inspection will be scheduled with the Rental Property Maintenance Inspector. Property owners can be present during inspection if desired but it is not required. Re-inspections can be scheduled by calling 614-342-4024.

*****COMPLETED APPLICATION IS REQUIRED TO BE
SUBMITTED FOR REVIEW WITHIN 30 DAYS FROM THE
DATE OF THIS LETTER. *****

Attention: **If you have received this notice and are the tenant of the property and not the property owner, please notify your landlord or property manager immediately and forward this notice to them as soon as possible.**



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This Ordinance will address the following:

1. Registration of all rental property by persons owning, managing, leasing or renting property.
2. Licensing of the rental property will be required for persons renting one or more rental units.
3. Annual Registration and Inspection of the rental dwelling must be performed before a rental license is considered valid.
4. By the nature of this Ordinance all owners and managers are agreeing to allow an inspector from the City of Gahanna to inspect their rental property. Inspections will be performed with prior notice to the owner or manager of the rental unit with sufficient time to notify the lessee. Violations found during the inspection of the rental unit will be given ample time to be corrected.
5. A rental housing standard is set forth in this Ordinance as being the basic human needs to insure the comfort and well-being of the lessee.

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
- Re-inspection fee- \$25.00 per unit/per inspection if violations are not corrected within the amount of time given by the designated city official.

A rental registration application can be retrieved from www.gahanna.gov. There is also a FAQ informational form for general inquiries and Rental Property Inspection Checklist that will be used by the inspector at the inspection. If you have any questions regarding this letter or the Rental Property Registration and Maintenance Ordinance, you can contact our office at 614-342-4025.