



RENTAL REGISTRATION & PERMIT REQUIREMENT

ACTION REQUIRED

Greetings Property Owner:

We wish to inform you that the City has adopted a new ordinance, *Chapter 780- Rental Registration and Inspection*, to promote the health, welfare and safety of the community.

The purpose of this ordinance is to create an accurate inventory and property contact database of rental housing units within the City. This will help to ensure all rental properties are in compliance with the City's property maintenance codes.

This ordinance requires all owners of residential rental properties, located within the City of Gahanna, to register all rental properties by March 15, bi-annually, to obtain a Rental Permit.

To register your rental property, please follow these steps:

1. Go to <https://www.gahanna.gov/new-online-rental-property-registration-forms/> to obtain a Rental Registration & Permit Application.
2. Completed applications should include the fee payment and may be submitted via mail, or online:
 - a.) Mail or deliver in person to:
City of Gahanna Planning
Attn: Rental Registration
200 S. Hamilton Rd.
Gahanna, Ohio 43230
 - b.) Online at <https://ohga.onlana.com/>
3. Your *exterior* inspection will be performed by a Code Enforcement Officer. Property owners may be present during the inspection if desired, but it is not required. Property owners must contact code enforcement prior to inspection if they wish to be present during the inspection. Please note, this is an exterior inspection only, no inspection will be conducted inside the dwelling unit.

A completed application must be submitted prior to March 15, 2022.

General Information

1. Registration is required of all rental property by persons owning, managing, leasing or renting the property. This will provide the City of Gahanna with current contact information should any emergencies or problems arise with the property.
2. Permits for the rental property will be required for owners renting one or more rental units.
3. Bi-annual Registration and Inspection of the rental dwelling exterior must be performed before a rental permit is issued.
4. As is outlined in this Ordinance, property representatives must allow access to an inspector from the City of Gahanna to inspect the exterior area of the rental property. Violations found during the inspection of the rental unit will be given ample time to be corrected. **This is an exterior inspection only.**
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.

Rental Registration and Permit Fee Schedule

Registration Fee + Permit Fee = Total Fee Amount

	Single Family/Duplex	Multifamily
Registration Fee	\$50	\$50
Permit Fee: Based on # of units	\$100	\$200 Less than 10 units \$400 10-59 units \$600 60 -99 units \$800 100 or more units

A rental registration application is available at <https://www.gahanna.gov/new-online-rental-property-registration-forms/>. Additionally, an FAQ informational form for general inquiries and Rental Property Inspection Checklist is available. This form will be used by the inspector at the inspection. If you have any questions regarding this letter or the Rental Property Registration and Inspection, please contact our office at 614-342-4022.

It is strongly suggested that applicants review the inspection checklist to familiarize themselves with the areas that will be inspected and address any violations prior to the inspection. Any questions or concerns can be addressed by contacting our office at 614-342-4022.

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