

RESIDENTIAL RENTAL HOUSING REGISTRATION

To ensure property maintenance standards are met and life safety issues are addressed, the City of Willard has passed an ordinance establishing a Residential Rental Housing Registration program. This program went into effect on January 15, 2020.

Initially, property owners of rental units within the corporation limit will be required to register any rental unit that they own by April 1, 2020. Properties that are not registered on time will have late fees added as detailed in the ordinance. The cost of registration of the first rental unit is \$50.00 and all other units owned will be at the reduced rate of \$35.00 per address.

This ordinance directs the designated City official to inspect the exterior of every unit at least once every two years. The ordinance also authorizes the designated official to inspect the inside of a structure upon receipt of a written complaint from the occupant of the structure. In the event a complaint inspection is required, the property owner will be contacted and given a 48-hour notice of said inspection. The property owner will be encouraged to attend the inspection.

There will be no charge for inspections. Upon inspection, should the designated City official find a violation of this code, they will notify the property owner in writing of such violations and give the property owner a reasonable amount of time to correct the issue(s). The length of time given to correct the condition(s) will be determined by the type of violation. At the end of the permitted time, a follow up inspection will determine if the issues have been corrected. If the issue(s) have been corrected, no fees will be assessed. If the conditions have not been corrected, there will be a fee assessed in accordance to the ordinance.

Should you have any questions regarding this letter or program, feel free to call us at (419) 935-6555.

FREQUENTLY ASKED QUESTIONS (Updated March 2, 2019)

Q: Why are you making me register my property when I take care of my rental well.

A: We are visiting and inspecting every rental property thoroughly so every one of them needs to be registered and the cost of those inspections covered.

Q: What is the cost for the registration?

A: The cost to register the first unit is \$50.00 and each additional unit is only \$35.00. We added this discount to consider various properties like triplexes may be inspected at the same time.

Q: Why is the fee so much?

A: \$50.00 a year equates to just over \$4.00 a month and \$35.00 equates to less than \$3.00 a month. We are trying to keep this registration as affordable as possible. This is also a tax-deductible expense that brings the cost even down further.

Q: What will the City do with the money collected.

A: We estimate that the City will collect between \$30,000 and \$40,000 from this registration. This money will go to pay for a small portion of the Code Enforcement Officer's time administrating the program, a part time inspector to perform the inspections, and the rental software needed to implement the program.

Q: What if a property is being sold land contract and the person who is purchasing the property lives there.

A: This is not considered a rental. The land contract agreement should be recorded through the County and an affidavit will need to be placed on file with the City to that effect.

Q: What if a rental is being sold land contract and the land contract owner is renting out the property?

A: This is considered a rental and subject to the rental registration. The owner should fill out the owner registration form and list the person purchasing the property land contract.

Q: What if a property owner is letting their immediate family live rent free at an address.

A: This needs to be registered but does not require a registration fee. An affidavit will need to be placed on file with the City to that effect.

Q: If a property owner is letting their immediate family live at an address but they are charging them rent.

A: This is considered a rental and subject to the rental registration.

Q: If a property owner has a rental that is vacant or being repaired and currently not being rented.

A: The property owner must register this property. If the property will not be rented for the entire year, they can fill out an affidavit to that effect and avoid paying the registration fee.

At any time with a property that the situation changes and the property is no longer exempted from the fee, the property owner must register the property within 30 days of that change.

Q: If I have a multiple unit dwelling, triplex, or duplex, what do I have to register?

A: Each address needs to be registered. So, a triplex would register 3 separate units.

Q: I just purchased a property that I am renting out. What do I have to do?

A: Within 30 days of acquiring the property, you will need to register it as the property owner and pay the appropriate registration fee.

Q: When will my property be inspected?

A: The exterior of every rental property will be inspected at least once every two years. The City will not be inspecting the inside unless we receive a signed complaint from an occupant. If we receive that complaint, we will notify the property owner a minimum of 48 hours prior to that inspection, unless it is a life safety need that requires immediate inspection.

Q: Where can I get forms related to this registration?

A: Forms may be picked up at City Hall in the Public Works office or they are online on our forms page on our website (<http://www.willardohio.us/forms.html>)

Q: When is the registration due?

A: For the calendar year 2020, the registration is due by April 1, 2020. For every year the registration continues, the registration will be due by January 1st of that year.

Q: When a property is inspected, are there fees for these inspections and will fees be issued if there are areas that are not in compliance?

A: There are no fees for the inspection(s). If an area is found to be not in compliance, a notice will be given with an appropriate amount of time to make those repairs. Should those repairs be made in that time period, no fees shall be charged. Should those repairs not be made in the allotted time, then fees will be assessed to the property owner.

Q: What do I do if I want to appeal a ruling from the City?

A: The property owner may appeal to the Building and Zoning Board of Appeals. If a person is not satisfied and would like to appeal the Board's ruling further, they may appeal the ruling to the Court of Common Pleas.