

**VILLAGE OF EVENDALE
FREQUENTLY ASKED QUESTIONS
RENTAL REGISTRATION PROGRAM
February 2017**



1. Why was a rental registration program created?

The majority of Evendale's housing stock, consisting entirely of single-family homes, is very well maintained. Local officials created the program in response to concerns about the long-term maintenance and upkeep of homes, particularly those known to be rentals and/or those currently identified as rental units on the Hamilton County Auditor Rental Registration List. Minimum standards assure tenants enjoy a reasonably safe and healthy living environment.

2. I own a rental home. How often must I apply for a rental permit?

Permits are valid for 5 years unless a change of occupancy occurs. Permits must be renewed for each change in occupancy. Applications can be found online at www.evendaleohio.org or are available at the Evendale Building Department, 10500 Reading Rd. Evendale, Ohio 45241

3. How much does a permit cost?

\$100 payable to the Village of Evendale.

4. Does my rental home have to be inspected?

Rental owners can choose to have their rental home inspected by checking the Inspection Box on the Application Form. The Building Commissioner will then schedule an inspection prior to tenant occupancy.

OR

Rental owners can choose to waive an inspection by checking the Waiver Box on the Application. When waiving an inspection, an owner is acknowledging they have read the code requirements and testify their rental home complies with all codes.

The exterior of all properties may be inspected from the public-right-of-way. Also, if a tenant, agent or person occupying or controlling a rental home requests an interior inspection, such inspection may occur even if the property owner waives it.

5. My rental home is already occupied. Do the tenants have to vacate because it has not yet received an inaugural permit or inspection?

No, existing tenants do not have to vacate the home prior to the inaugural permit; however, the home cannot be occupied by new tenants until the permit is renewed via submittal of a new application. Each new occupancy will require a pre-occupancy inspection or inspection waiver. Evendale codes prohibit more than 4 occupancy changes per year. Evendale does not have a multi-family zoning jurisdiction.

6. What codes must my rental home comply with?

Applicable codes can be found the Building Department page of the Village of Evendale website:
www.evendaleohio.org

7. The Building Commissioner inspected my rental home and found violations, what happens next?

The Building Commissioner will work with property owners and tenants to resolve code violations. Typically, the Commissioner will issue a written Notice of Violation detailing the conditions that need resolved. The Commissioner will provide a reasonable period of time to remedy the violation; however, if conditions pose an immediate threat to public health, safety or general welfare, the Commissioner may immediately condemn and/or evacuate a home and not permit occupancy until the threat is abated. In both cases, the property owner has a right to appeal an order from the Commissioner if they feel the Order is in error or incorrect. Appeal instructions are included on Orders. In cases of non-compliance, the Commissioner may pursue legal actions to compel compliance. If found guilty by a court, owners may be fined or, in rare cases, imprisoned. **Evendale officials desire to work with property owners to gain voluntary compliance. Towards that end, Evendale officials, by policy, are providing an “amnesty period” through July 1, 2017 during which time no fines or legal actions will be taken if violations are found except in cases where life-threatening conditions not resolved.**

8. What are the specific penalties for non-compliance?

Evendale officials desire to work with property owners to gain voluntary compliance without having to pursue legal actions. However, in the event an owner is found guilty by a court, a first offense is a Minor Misdemeanor (fine up to \$150) with each day of non-compliance constituting a separate offense. Additional penalties for multiple/repeat offenses and for falsifying a waiver statement include higher fines and possible jail time.

9. I have questions about the program. Who should I contact?

The Program is managed by the Village Building Commissioner, who can be reached via phone at 513-956-2665. The Building Commissioners office is located in the Evendale Administration Building, 10500 Reading Rd. Evendale, Ohio 45241 Office hours are Monday thru Friday 8am to 4pm.