

**VILLAGE OF EVENDALE
APPLICATION FOR RESIDENTIAL RENTAL PERMIT**



Village Ordinance requires owners of dwellings used for rental purposes to obtain a rental permit. Rental properties may be subject to inspection to determine compliance with Evendale codes. Application and permit fees are to be submitted prior to scheduling an inspection of the property.

Instructions:

- Provide a copy of your County “Residential Rental Property Registration” Form.
- Complete this Form.
- Return these two Forms to the Evendale Building Department, 10500 Reading Rd., Evendale, Ohio 45241.
- Include a check or money order for \$100.00 paid to: Village of Evendale.
- A separate application is required for each rental property.

Please check one of the following:

_____ I hereby request an inspection of the rental property described on this Form.

_____ I certify that in submitting this application, the property listed below complies with all applicable property maintenance ordinances, rules and regulations of the Village of Evendale. Consequently, I hereby request an inspection waiver.

_____ I am providing with this application a written certification signed by a licensed Ohio Architect or engineer confirming the residential rental property listed below complies with the Property Maintenance Code, Chapter 1460 of the Evendale Code of Ordinances.

Property Address: _____

Property Owner Name: _____ Home Phone: _____

Email Address: _____ Cell Phone: _____

Tax Mailing Address (City/State/Zip): _____

Agent Name (If Applicable): _____ Home Phone: _____

Email Address: _____ Cell Phone: _____

Address (City/State/Zip): _____

Tenant Name(s): _____ Home Phone: _____

Email Address: _____ Cell Phone: _____

Lease Dates: _____ Number of Occupants: _____

Total Habitable Space (Square Feet): _____

As owner of the property for which I am seeking a rental permit, I acknowledge the following (please initial):

_____ All information contained in this application is true and accurate to the best of my knowledge.

_____ A separate application is required for each rental property I own.

_____ I have read the Evendale Property Maintenance Code and agree to comply with the standards and procedures set forth therein.

_____ I understand that my property is subject to an exterior inspection from the public right-of-way prior to issuance of a rental permit. I also understand that the owner, occupant, tenant or person in charge of any property or rental unit possesses the right to deny entry to any unit or property by the Building Commissioner or Code Enforcement Officer for the purpose of compliance with the Property Maintenance Code. However, nothing in this Chapter shall prohibit the Building Commissioner or Code Enforcement Officer from asking permission from an owner, occupant, tenant or person in charge of property for permission to inspect such property or rental unit for compliance with this chapter and all other applicable laws, regulation or codes, to seek a search warrant based on probable cause or to enter such property or rental unit in case of emergency circumstances requiring expeditious action.

_____ I understand that failure to comply with any property maintenance or similar regulatory code may subject me, my agent and tenants to legal action(s) including, but not limited to, the issuance of corrective, property condemnation and/or nuisance abatement orders and/or the filing of criminal charges.

_____ The Village of Evendale Zoning Code permits single-family dwellings only. Village ordinance prohibits more than four (4) occupancies per year. Multi-family dwellings are prohibited.

_____ The application fee is \$100.00 per property.

Optional:

I, _____, as OWNER of the property listed on this Rental Application Form hereby authorize the listed AGENT to serve in my capacity in all matters regarding this property.

I, _____, hereby agree to serve as AGENT for the OWNER of the property listed on this Rental Application Form hereby accept the duties and responsibilities thereby created.

Signed
(Owner): _____ Date: _____

Signed
(Agent): _____ Date: _____

Signed (Owner): _____ Date: _____

*****Office Use Only*****

Date Received: _____ Fee paid (Amount/Check #): _____

Inspection Date(s): _____

Results/Action(s): _____

Occupancy Date: _____

Permit Issued: _____

Permit Expires: _____

General Notes: _____

Village of Evendale
Building Department
10500 S. Reading Rd.
Evendale, Ohio 45241
513-563-2244
www.evendaleohio.org