

City of Loveland  
120 W. Loveland Ave.  
Loveland, Ohio 45140  
www.lovelandoh.gov  
O-513-707-1450  
F-513-583-3032



## RENTAL REGISTRATION APPLICATION

*As per City of Loveland Code of Ordinances Section 1330 all Owners and/or Operators of a Rental Dwelling Unit(s) and/or Rooming Unit(s) and/or property within the City limits shall file a registration and/or registration renewal with the City annually. A change in occupancy of the Rental Dwelling Unit(s) and/or Rooming Unit(s) and/or property shall void the current registration and shall require the Owners and/or Operators of the Rental Dwelling Unit(s) and/or Rooming Unit(s) and/or property to submit a renewal of rental registration. In order to determine compliance with the City of Loveland Code of Ordinances, a cause for inspection of the Rental Dwelling Unit(s) and/or Rooming Unit(s) and/or property shall occur once a Rental Registration Application has been filed with the City and/or when a submission of rental registration renewal has been filed. **A completion and submission of this application constitutes express consent for the conducting of an inspection consistent with the procedures outlined in Section 1330 of the City of Loveland Code of Ordinances.***

FOR CITY OF LOVELAND USE ONLY:

DATE RECEIVED: \_\_\_\_\_ RECEIVED BY: \_\_\_\_\_

**NOTE: THIS APPLICATION MUST BE TYPEWRITTEN OR PRINTED CLEARLY**

Owner Name: \_\_\_\_\_ Owner Company: \_\_\_\_\_

Owner Mailing Address: \_\_\_\_\_

Owner City: \_\_\_\_\_ Owner State: \_\_\_\_\_ Owner Zip Code: \_\_\_\_\_

Owner Phone Number<sup>1</sup>: Home ( ) \_\_\_\_\_ Mobile ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

Owner E-Mail Address: \_\_\_\_\_

Renter Name: \_\_\_\_\_

Renter Mailing Address: \_\_\_\_\_

Renter City: \_\_\_\_\_ Renter State: \_\_\_\_\_ Renter Zip Code: \_\_\_\_\_

Renter Phone Number<sup>2</sup>: Home ( ) \_\_\_\_\_ Mobile ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_

Renter E-Mail Address: \_\_\_\_\_

<sup>1</sup> Applicant must provide at least one owner phone number.

<sup>2</sup> Applicant must provide at least one owner phone number.

As the owner of the property or properties listed on this application, I hereby authorize the person/entity listed below to serve as my agent in all matters regarding this property with the City of Loveland. I understand that my agent's decisions can result in legal action against me as owner. I certify that the property or properties listed on this application are in compliance with the International Property Maintenance Code<sup>3</sup> and the Fire Prevention Code<sup>4</sup>. Furthermore, I also certify that I have filed with the City's Tax Administrator a written report pursuant to Section 184.23 of the City of Loveland Code of Ordinances<sup>5</sup>. I declare that all information contained in this application (and supporting documentation) is true to the best of my information, knowledge, and belief and that I will surrender my Rental Registration if the property changes ownership before the expiration date of this registration application.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**If the owner is a partnership, corporation, firm, trust, association, organization, or other group acting as a unit, complete the following:**

Agent Name: \_\_\_\_\_ Agent Company: \_\_\_\_\_

Agent Mailing Address: \_\_\_\_\_

Agent City: \_\_\_\_\_ Agent State: \_\_\_\_\_ Agent Zip Code: \_\_\_\_\_

Agent Phone Number<sup>6</sup>: Home (\_\_\_\_) \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

Agent E-Mail Address: \_\_\_\_\_

Tax ID# of corporation or partnership: \_\_\_\_\_

I hereby agree to serve as agent for the owner regarding the property or properties listed on this application, and I accept the duties and responsibilities thereby created. I certify that the property or properties listed on this application are in compliance with the City of Loveland Property Maintenance Code.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

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<sup>3</sup> Access the International Property Maintenance Code online at:

<https://www.lovelandoh.gov/DocumentCenter/View/1089/International-Property-Maintenance-Code?bidId=>

<sup>4</sup> Access the Fire Prevention Code at:

[http://library2.amlegal.com/nxt/gateway.dll/Ohio/loveland\\_oh/codifiedordinancesofthecityoflovelandohi?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:loveland\\_oh](http://library2.amlegal.com/nxt/gateway.dll/Ohio/loveland_oh/codifiedordinancesofthecityoflovelandohi?f=templates$fn=default.htm$3.0$vid=amlegal:loveland_oh)

<sup>5</sup> Access to Section 184.23 online at:

[http://library2.amlegal.com/nxt/gateway.dll/Ohio/loveland\\_oh/codifiedordinancesofthecityoflovelandohi?f=templates\\$fn=default.htm\\$3.0\\$vid=amlegal:loveland\\_oh](http://library2.amlegal.com/nxt/gateway.dll/Ohio/loveland_oh/codifiedordinancesofthecityoflovelandohi?f=templates$fn=default.htm$3.0$vid=amlegal:loveland_oh)

<sup>6</sup> Applicant must provide at least one phone number

**24-HOUR POINT OF CONTACT INFORMATION**

Name: \_\_\_\_\_ Company: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number<sup>7</sup>: Home (\_\_\_\_) \_\_\_\_\_ Mobile (\_\_\_\_) \_\_\_\_\_ Work (\_\_\_\_) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Relationship/Business Title: \_\_\_\_\_

\_\_\_\_\_  
<sup>7</sup> Applicant must provide at least one phone number

**RENTAL UNIT(S)**

Enter the information for each rental unit, including unit number, if applicable. Refer to the footnotes for helpful information. Use the Additional Rental Units sheet if you own more than 20 rental units.

<b>Number</b>	<b>Rental Property Address</b>	<b>Parcel I.D.</b>	<b>Number of Bedrooms</b>	<b>Dwelling Type<sup>8</sup></b>	<b>Status<sup>9</sup></b>
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

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<sup>8</sup> Dwelling Type: Single Family, Multi-Family (4 or more units)

<sup>9</sup> Status: N (New), R (Renewal), CO (Change in Ownership)