

City of Willard, Ohio



631 S Myrtle Ave
Willard, OH 44890
www.willardohio.com

January 13, 2020

RE: Residential Rental Housing Registration Program

Dear Rental Property Owners:

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 will go 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.

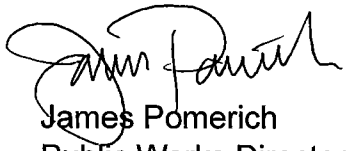
Any person affected, by a decision by the designated City official, shall have the right to appeal to the Building and Zoning Board of Appeals that decision.

This ordinance has a mechanism that requires the program be reviewed by the City Manager and the results of that review reported to City Council. At that time, Council shall determine if the program should continue, be modified, or end.

We have placed the ordinance and supporting forms on the City's Website (www.willardohio.us) on the Forms page under the heading of Rental Housing Registration. You can download and print out these forms. We will also have these forms available at City Hall in the Public Works office.

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

Respectfully,

A handwritten signature in black ink, appearing to read "James Pomerich", written over a circular stamp or seal.

James Pomerich
Public Works Director

cc: Jim Ludban, City Manager
Tim Pelsang, Code Enforcement Officer
Dave Arnold, Safety Inspector