

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 Number¹: Home () _____ Mobile () _____ Work () _____

Owner E-Mail Address: _____

¹ Applicant must provide at least one owner phone number.
Rental Registration Application

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 Code² and the Fire Prevention Code³. 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 Ordinances⁴. 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 _____

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 Number⁵: 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 _____

² Access the International Property Maintenance Code online at:

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

³ 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)

⁴ 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)

⁵ Applicant must provide at least one phone number

CURRENT OCCUPANT OF PROPERTY CONTACT INFORMATION

Name: _____ Company: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number⁶: Home () _____ Mobile () _____ Work () _____

E-Mail Address: _____

Relationship/Business Title: _____

⁶ 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.

Number	Rental Property Address	Parcel I.D.	Number of Bedrooms	Dwelling Type⁷	Status⁸
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

⁷ Dwelling Type: Single Family, Multi-Family (4 or more units)

⁸ Status: N (New), R (Renewal), CO (Change in Ownership)