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NOTICE OF RENTAL REGISTRATION REQUIREMENT

Re: Rental Property Address: **PROPERTY ADDRESS**

To: **OWNER NAME**

The City of Cincinnati adopted Ordinance 406-2019, establishing a “Residential Rental Registration” Program effective September 1, 2020. All owners of residential rental property in the City of Cincinnati will be required to register property with the City Department of Buildings & Inspections. The purpose of this registration is to facilitate contact with local owners or their designated local agents in emergencies, to address required maintenance, and improve communication.

The referenced property must be timely registered to comply with the new ordinance.

Rental property owners are only required to register the property once and update the registration when there are changes to the information provided. There is a fee of \$1.00 per unit due upon registration to help cover the costs of maintaining the registry. The owner of a Residential Rental Property must file a Residential Rental Registration by **October 31, 2020**, to avoid penalties.

Getting Started: The City’s rental registry is easily accessible online and is simple to use. The registry requires property owners to provide:

- Owner and emergency contact information.
- Information about the units such as the number, size, type, and rent.

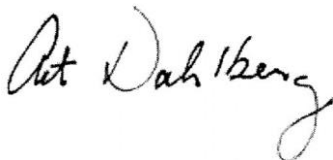
To register, please go to this website: www.cincinnati-oh.gov/buildings/property-maintenance-code-enforcement/. There you will find step by step instructions for Residential Rental Property Registration.

Currently all registrations must be filed through this website.

Based on available public records, we have determined the subject property is Residential Rental Property. If the property is not Residential Rental Property, please e-mail CINCYRRR@cincinnati-oh.gov, with the address, a description of the current use, and evidence that the property is not Residential Rental Property so we may update our records.

For additional help or questions regarding the Residential Rental Registration Program please email CINCYRRR@cincinnati-oh.gov or call 513-352-3275.

Sincerely,



Art Dahlberg
Director of Buildings & Inspections