

City of Columbus Rental Registry

Enact a City of Columbus ordinance creating Columbus City Code Chapter 4515 – Rental Registry to:

1. Create a Residential Rental Registry

All residential rental dwelling units within the City of Columbus must be registered annually on the Columbus Residential Rental Registry.

2. Information Required

Owners of residential rental dwelling units must provide the following information annually at the time of registration:

- Address of the residential rental dwelling unit and complex
- Number of residential rental dwelling units in the complex and average rent.
- Name, address, email, and telephone number of the owner.
- If the owner is not a natural person, then the contact information of a natural person associated with the ownership entity is required.
- If the owner is not a natural person, then the EIN (Employer Identification Number) assigned by the IRS.
- The name, address, email, and telephone number of at least one **local operator** in charge of the dwelling unit/complex. A local operator is a natural person, or property management company, with authority for care and control of the dwelling unit/complex and who is located within 100 miles of the address of the dwelling unit/complex.
 - Ohio Real Estate License Exemption. A property manager with an Ohio real estate license is not required to reside in central Ohio. Must provide license # of the individual with care and control of the property to claim the exemption.
 - Small owner exemption. An owner of less than ten total units will not be required to identify a local operator but will be required to identify an emergency contact.
- The contact information (i.e., phone number, email) for an individual(s) responsible for responding to emergencies on a 24/7 basis, if different than the owner or local operator.

A single application for each dwelling unit or complex shall be submitted annually.

3. Fees

Annual registration fee.

- \$20 per unit
- \$2,500 max per complex

4. Regular Non-Conditional Registration Inspections

Owners shall submit, on a form or in the manner approved by the Department, an affidavit in which the Owner affirms as true that the dwelling unit/complex's critical building systems are compliant with all

local housing, building, health, and fire codes and include a copy of any inspections of the property's critical systems that were conducted in the past year.

Every 3 years, all Registrants are subject to a safety inspection of common areas and critical building systems. Additional inspections, including inspections of individual dwelling units, may be required based on the results of the initial required inspection. For complexes with 40 units or more, the Department will automatically schedule the tri-annual inspections.

There is no additional fee associated with the tri-annual inspection of non-conditional registrants. The inspection is paid for using the annual registration fee.

The Department will attempt to coordinate the tri-annual inspections with required Fire inspections and explore other process changes to incorporate them into existing code inspections.

5. Conditional Registration

1. Registrants may be declared "conditional" status when any of the following applies:
 - a) Complexes with up to 100 units that have 5 code orders related to critical building systems within a 12 month period following initial registration. (Ex. No Heat, No Water, No Electricity, Sewage, Means of Egress. The legislation will enumerate specific code sections.)
 - b) Complexes with over 100 units that have 10 code orders related to critical building systems within a 12 month period following initial registration. (Ex. No Heat, No Water, No Electricity, Sewage, Means of Egress. The legislation will enumerate specific code sections.)
 - c) Complexes with code orders related to critical building systems that were not complied within the timeframe required by the Department may be granted conditional status, at the discretion of the Director. (Ex. Orders still non-complied after 90-120 days.)
 - d) Complexes declared to be a public nuisance by the Department
 - e) Complexes subject to unsafe building or emergency vacate orders of a portion of units in the property and such orders remain in non-compliance.
 - f) Owner registration under sections 1-4 which intentionally and repeatedly fails to provide complete and accurate substantial information.
 - g) Owner is the subject of a criminal referral to the City Attorney for a retaliatory action as defined by the Columbus Housing Code (4509.07)
2. Upon such declaration, the following shall be required:
 - a) Annual or more frequent safety inspection of common areas and critical building systems. Inspection may include inspection of up to 10% of units.
 - b) Department may mandate third party technical inspections to be paid for by owner.
 - c) Possible submission and approval by BZS of a remediation plan for outstanding code violations.
 - d) An inspection fee shall be assessed for units/complexes with a conditional status: \$250 a year plus \$10/unit.
3. Registrant will remain in Conditional Status until the Director determines substantial compliance with outstanding code violations and the remediation plan, if applicable. Upon substantial compliance, the registration will move back to regular status.

6. Enforcement

- Operating without a valid registration is a violation of this Chapter. Potential consequences include:
 - Administrative fines, including late fees.
 - Civil penalties: \$2/day/unit (minimum of \$10/day).
 - Misdemeanor criminal charges, reserved for serious violations

7. **County Registration**

The Department is committed to working with County Auditor to share city registration information for purposes of complying with county registration.

8. **Review period**

The Department will provide a full review and report of the program to City Council, including any recommended changes to fees, time periods, and inspection procedures on a timetable to be determined.