

Residential Rental Licensing Application
Applications not completed and signed (back page) will not be accepted.

List the requested information for the property owner or principal of the ownership entity:

Name: _____ Phone Number: (____) _____

Home Address: _____

Email Address: _____

Residential rental dwelling unit(s) to be inspected that are NOT Voucher Assisted Housing:

License fee is \$100.00 per building, plus \$5.00 per bedroom within each residential dwelling unit.

Unit Address (please list units of same building separately)	# of bedrooms	\$5/bedroom	\$100/building	Subtotal
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$
		\$	\$	\$

If you have additional units, please list on another sheet and return with this completed form.

Total: \$ _____

NOTE: Voucher Assisted properties are required to have a residential rental license but do not pay the annual license fee and are not inspected by City of Kent inspectors. These properties receive an annual inspection performed by the Portage Metropolitan Housing Authority. **Your most recent direct deposit statement from the Portage Metropolitan Housing Authority is required.**

Residential rental dwelling unit(s) to be licensed that ARE Voucher Assisted Housing:

Unit Address (please list units of same building separately)	# of bedrooms	Subtotal
		No Charge
		No Charge

Local Property Representative for Inspection Purposes Only

All inspections require a representative be present for the rental licensing inspection. A property owner or principal of the ownership entity can designate a local contact to schedule and attend the inspection.

Check box if you, as property owner, are the Local Property Representative

Check box if the inspection to be scheduled with **Other** Local Property Representative

Name: _____ Phone Number: (____) _____

I am the property owner or principal of the ownership entity and designate the above listed Other Local Property Representative to schedule and attend the inspection on my behalf. All other matters regarding the property, including any issues that may arise through the inspection, are to be reported directly to me. If the Local Property Representative does not respond in a timely fashion to schedule the inspection, I, the property owner or principal of the ownership entity, remain responsible for scheduling the inspection.

Signature of Property Owner / Principal

(See reverse side)

Zoning Compliance Acknowledgement

The properties to be inspected and licensed through the Community Development Department are all residential rental units that are not subject to inspection and licensing by the City of Kent Health Department. This includes all residential rental units classified as “single family” dwelling units, including two-family (duplex) and other multi-unit properties.

Single family dwelling units that will be inspected and licensed by the Community Development Department have a “Zoning Use Certificate” on file with the City that specifies the allowed use as “single family,” which limits occupancy to a family or no more than two (2) unrelated persons.”

The City of Kent Zoning Code’s definition for family is “individuals who are related by marriage, legally recognized civil union, adoption or who are within three (3) degrees (or fewer), of consanguinity” (Chapter 1103). See enclosed Table of Consanguinity.

If the number of occupants in a single-family dwelling unit is more than two unrelated persons, all persons must be directly related to each other by blood, marriage, legally recognized civil union, or adoption. For example: two brothers living together in a single-family dwelling may only have one (1) additional unrelated roommate.

The inspection process will verify:

- 1) For all single-family dwelling units, a family or no more than two (2) unrelated persons may reside within the unit;
- 2) For all two-family dwelling units, a family or no more than two (2) unrelated persons may reside within each respective dwelling unit.
- 3) For all other dwelling units inspected by the Community Development Department, a family or no more than two (2) unrelated persons may reside within the unit.

I acknowledge that I have read the above section and will not violate the occupancy regulations set forth therein. I have advised my current tenant(s) of these occupancy regulations and will provide this same information on the occupancy regulations to future tenants. I hereby certify the information provided on pages 2-3 of this “Residential Rental Licensing Inspection Notice and Application” to be true and correct to the best of my knowledge.

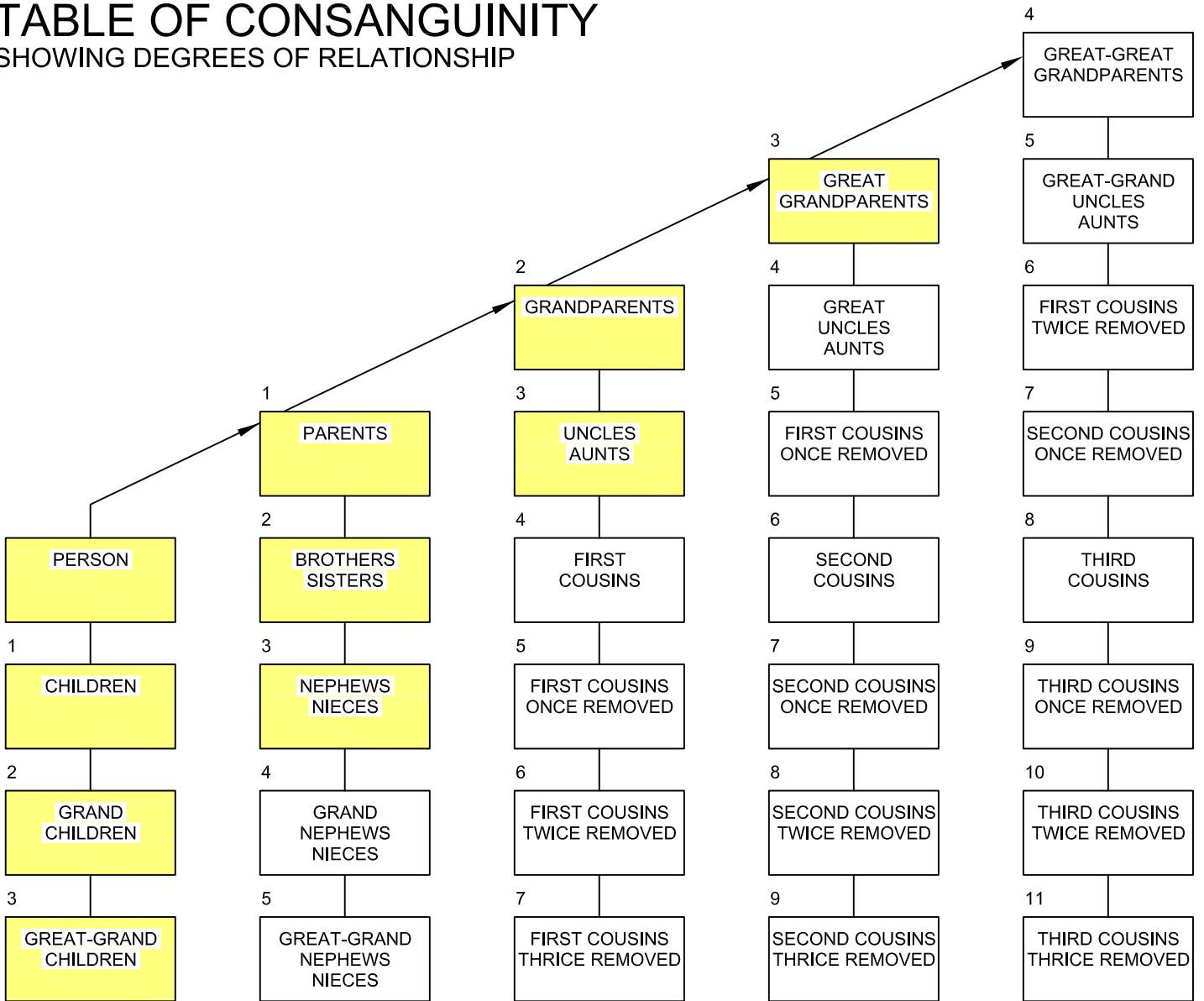
Owner’s Signature: _____ **Date:** _____

Checks Payable to City of Kent

Mail to Community Development Dept., 930 Overholt Rd, Kent, OH 44240

TABLE OF CONSANGUINITY

SHOWING DEGREES OF RELATIONSHIP



WITHIN THREE DEGREES PER ZONING CODE



City of Kent

Community Development Department
930 Overholt Road, Kent, Ohio 44240 PH: 330-678-8108

Violation Guidance Form

**Residential Rental Licensing Program for Properties Subject to Inspection by the
Community Development Department (KCO Section 1367.01)**

This “Violation Guidance Form” is provided to assist you with preparing for your upcoming rental licensing inspection. Taking the time to review this form can assist with identifying possible violations and provide you with the opportunity to make any necessary corrections *prior* to your scheduled inspection resulting in an expedited licensing process.

The inspector will perform a visual inspection of the structure, dwelling unit(s), and premises. The inspection is limited to observations readily visible without disturbing any items or furnishings. Concealed, internal, or hidden damages or defects may not be observed, but may be identified by a tenant or occupant and be listed on the post inspection report. Other potential property maintenance code, zoning code, or building code violations will be noted and may be referred for additional follow-up under other City of Kent Codified Ordinance (KCO) provisions.

Detailed requirements for the code sections listed on this form can be found in the Kent Codified Ordinances (KCO) by the section numbers listed. In addition to code sections listed, every owner, operator or agent of a residential rental unit is responsible for providing, supplying, and maintaining all equipment, facilities, and sanitary standards as required by all provisions of the Building Code (Part 13), including the Environmental Health and Housing Maintenance Code (Title 7), the Property Maintenance, Housing, and Enforcement Code (Part 14), and the dwelling unit occupancy limits specified in the Planning and Zoning Code (Part 11).

City of Kent Chapter 11 (Planning & Zoning Code)

If Below Condition(s) Exist, May be Classified as Violation

The occupancy of the dwelling unit complies with the use identified on the Zoning Use Certificate

Does not meet the Zoning Code definition for family because occupancy exceeds limit of no more than two (2) unrelated persons; or dwelling unit has a City-issued “Nonconforming Use Certificate” and occupancy exceeds stated limit.

City of Kent Chapter 14 (Property Maintenance Code)

If Below Condition(s) Exist, May be Classified as Violation

1410.04. Exterior Property Areas

Sanitation. All exterior property and premises shall be maintained in a clean, safe, and sanitary condition.

Accumulation of rubbish, garbage, and/or refuse on exterior yards, porches, decks. Upholstered furniture on exterior yards, porches, decks, or balconies. Presence of unsheltered storage items.

<u>Grading, Drainage.</u> All premises shall be graded to prevent erosion and accumulation of stagnant water.	Soil erosion, pooling/accumulation of water at building foundation and/or locations of ingress/egress.
<u>Sidewalks, driveways.</u> All sidewalks, walkways, stairs, driveways, and parking areas shall be well maintained and free of hazardous conditions.	Accumulation of items or overgrown vegetation that obstructs or hinders access to the dwelling unit and/or public ROW. Gravel parking areas not evenly graded. Paved areas have cracked uneven sections that present as a hazardous condition.
<u>Rodent harborage.</u> All structures and exterior property shall be kept free of rodents and infestation.	Evidence of rodents on the exterior or interior, such as droppings, nests, gnawed entry holes, soil borings near foundation, traps, etc.
<u>Accessory structure.</u> All accessory structures, including detached garages, fences, sheds, etc. shall be structurally sound and in good repair.	Evidence of rotted or missing wood slats, supports, etc., Exterior surfaces have peeling paint or are not protected from the elements by paint or other protective covering. Evidence of general structural deterioration.
<u>Motor vehicles.</u> All motor vehicles on premises shall be in working condition and have visible evidence of valid registration.	Presence of inoperative, disassembled, or unlicensed motor vehicles.
1411. Exterior Structure	
1411.04. Foundation walls shall be maintained plumb and free of open cracks and breaks.	Open cracks in foundation walls; evidence of bowing or partial collapsing foundation wall; loose, missing and/or flaking mortar in foundation walls; deteriorated cement block; presence of unsecured/uncovered foundation wall openings.
1411.05. Exterior walls shall be free of holes, breaks and loose materials; weatherproofed and properly surface coated.	Exterior siding or siding trim, including brick or stone veneer is missing or decayed such that the wall sheathing or framing is exposed to the elements. Chipped and/or peeling paint exposing bare wood or other under surface.
1411.06. Roof shall be sound with no defects. Roof drains, gutters, downspouts shall be in good repair and drain properly.	Badly damaged shingles or areas with missing shingles, including ridge cap shingles; Damaged or missing roof drains, gutters and/or downspouts; clogged gutters and/or downspouts; inadequate diversion of roof drainage away from foundation.
1411.09. Stairways, decks, porches, and balconies shall be structurally sound, in good repair, capable of supporting imposed loads.	Cracked, rotted or missing stair treads; rotted or missing sections of decking boards, exterior stairs, or balcony flooring.
1411.11. Handrails and guards shall be in good condition, fastened, and capable of supporting imposed loads. Handrails are required on one side of stair if stairs have more than four risers; guardrails are required for walking surfaces more than 30 inches above grade.	Missing or improperly fastened handrails and/or guards on deck, balcony or exterior stairs with more than four risers or surfaces that are more than 30 inches above the ground.
1411.12. Windows, skylights, and door frames shall be in good repair, weather tight. Windows designed to be opened will open easily and be capable of staying open in any position by attached window hardware.	Exterior door frames, window frames, and/or sills exhibit evidence of water damage, wood rot and/or pest damage (i.e. rotting wood easily penetrated with screwdriver); skylights show signs of water damage/broken seal; gaps are present around exterior doors or windows.

1411.13. Exterior doors, door assemblies, and hardware shall be in good condition. Locks shall tightly secure the door.	Exterior door knobs not operating properly; lock does not secure the door; door hinges are loose or missing; door improperly sized for frame resulting in gaps or difficulty opening.
1411.15. Structure shall have address numbers, minimum of 4" high that are visible from the street/road fronting the property.	Address numbers are not posted or partially missing; numbers are obstructed by vegetation or other obstacle so are not visible from street.
1412. Interior Structure	
1412.03. Interior Surfaces. All interior surfaces, shall be in good, clean, sanitary condition.	Surfaces have peeling, chipping, flaking paint or cracked, loose plaster; interior wood surfaces have evidence of decay or rot; other surfaces, such as counters, show signs of deterioration.
1412.04. Stairs, ramps, landings, hallways, floors, or other walking surfaces shall be in sound condition and good repair.	Missing or loose stair treads and/or risers; missing or loose floorboards or floor covering which present a potential tripping hazard.
1412.06. Interior doors shall fit within their frames and be capable of being opened and closed by being properly and securely attached to jambs, headers or tracks.	Interior doors cannot be closed tightly into door frame; doors are hanging crooked due to damaged or missing hinges; rolling or folding doors are off their tracks; doors providing access to a dwelling unit do not have lock or can be readily opened from the side from which egress is to be made without the need for a key or other security feature.
1413.02. Handrails are required on one side of stair if stairs have more than four risers; guardrails are required for walking surfaces more than 30 inches above floor or grade.	Handrails are loose or missing on interior stairways with four or more stairs.
1413.03. Interior shall be free of insect and rodent infestation.	Evidence of insects or rodents present and/or infestation.
1414. Rubbish, Garbage (Solid Waste)	
1414.01. All exterior property and interior of premises shall be free of any accumulation of rubbish or garbage.	An accumulation of rubbish, garbage or other discarded solid waste is evident on the exterior grounds or the interior.
1414.03. The owner of every occupied structure shall supply leak proof containers with close-fitting covers for rubbish/garbage storage and is responsible for the regular removal of rubbish/garbage from the property.	Insufficient number of or lack of covered containers provided for the storing and disposal of solid waste.
1414.03. Every occupant of a structure shall dispose of all rubbish in a clean and sanitary manner by placing in approved containers.	Trash, rubbish, and/or waste is visible on surfaces and not stored in closed container for solid waste. Accumulation of solid waste indicating regular solid waste removal is not occurring.
1415. Lighting and Ventilation 1416. Plumbing Facilities 1417. Mechanical and Electrical	
1415.02 Every habitable space shall have at least one openable window of approved size facing directly to the outside for natural light. The minimum total glazed area for every habitable space shall be no less than 8% of the floor area of each habitable room (excludes bathrooms, toilet rooms).	Windows are painted shut or inoperable or hardware necessary to open and close the window are inoperable or missing; window glass is broken or window glazing is missing or deteriorated.

1415.02. Common hallways and stairways shall be lighted and all other spaces shall be provided with natural or artificial light sufficient to maintain sanitary conditions and utilization of equipment.	Light fixtures are not installed in hallways or stairways or inoperable due to failed light bulbs, faulty wiring, or switches.
1415.03. Every bathroom and toilet room shall have one operable window, except a window shall not be required if such space is equipped with a mechanical ventilation system that discharges to the outdoors and is not re-circulated.	Bathroom does not have operating exhaust fan or window does not open to the outside. Bathroom has evidence of insufficient exhaust system such as condensation staining or mildew on walls and/or ceiling.
1415.03. Clothes dryer exhaust systems shall be independent of all other systems and shall be properly exhausted to the outdoors.	Dryer exhaust is not independent of other systems, does not vent to the outside per manufacturer's instructions.
1416.03. Toilet rooms and bathrooms shall provide privacy and shall not constitute the only passage way to a hall, other space, or exterior. A door equipped with an interior locking device shall be provided for shared bathrooms.	Occupant(s) must pass through bathroom areas to access bedroom or other living spaces used by the occupants. Bathroom door cannot be locked from the interior.
1416.04-06. All plumbing fixtures and facilities shall be properly installed, maintained in working order, kept free from obstructions, leaks, and defects, and be connected to appropriate public system (water, sanitary).	Faucets, sinks, and/or showers are leaking or not delivering water sufficiently; commodes have evidence of leaking or are not working properly; hot water heater is not operational or leaking; temperature or pressure relief valves, or shut-off valves are missing; raw sewage in the interior of dwelling unit or in yard indicating sanitary sewer line is broken or blocked.
1417.02. Heating facilities shall be provided capable of maintaining a room temperature of 68 degrees F (20 degrees C) in habitable rooms.	Furnace or boiler is unable to maintain a minimum temperature of 68 degrees Fahrenheit in all habitable rooms.
1417.03. Fuel burning equipment and appliances shall be connected to an approved chimney or vent and required clearances from combustible materials shall be maintained.	Visible evidence that any fuel burning equipment has been installed or is being operated in an improper manner, is not properly vented, is damaged, or badly deteriorated.
1417.05. Electrical system, electrical equipment, and wiring shall be properly installed and maintained in a safe, approved manner.	Electrical wiring shall not be exposed, frayed, or in any way unsafe. No flexible and/or extension cords shall be used for permanent wiring.
1417.05. Every habitable space shall contain a minimum of two (2) separate and remote receptacle outlets. All receptacles shall have appropriate faceplate covers.	Minimum required number of receptacle outlets are not present in habitable spaces. Receptacle outlets are missing faceplate covers.
1417.05. Every laundry area shall contain at least one grounded-type receptacle or a receptacle with a ground fault circuit interrupter.	Laundry area does not have a grounded outlet.
1417.05. Every bathroom shall contain a minimum of one (1) receptacle outlet. Any <u>new</u> bathroom receptacle outlet shall have GFCI protection.	Bathroom does not have receptacle outlet or newly installed one is not GFCI protected.

1417.07. Duct systems shall be maintained free of obstructions and capable of performing required function.	Evidence any duct system is obstructed or lacking a backdraft damper; dryer vent missing screen where duct terminates on the exterior.
1418. and 1365.03 Fire Safety Requirements	
1418.02. All means of egress doors shall be readily openable from side from which egress is to be made without needing a key. Means of egress must provide for a continuous, unobstructed, and safe path of travel that meets the minimum requirements listed in most current State of Ohio Fire Code (OFC).	Door used as a means of egress from the dwelling unit cannot be set to open without a key or is obstructed. Path to door used for means of egress is blocked, even partially, by furniture, objects or improperly stored items; door does not fit properly in jamb causing it to be difficult to open or operate properly.
1418.04, 1365.03(h). Operable, audible smoke alarms shall be installed on or within 12 inches of the ceiling in all of the following areas: 1.) each room used for sleeping purposes; 2.) outside each separate sleeping area in immediate vicinity of the sleeping unit; 3.) In each story of a dwelling unit, including basements, cellars and habitable attics, but not crawl spaces or uninhabitable attics. Smoke alarms must meet minimum requirements listed in current State of Ohio Fire Code (OFC).	Smoke detectors are not installed in each bedroom, in hallway outside the bedrooms, basement or attic; smoke detectors are not operable, appear to be damaged or improperly installed.
1365.03 (f). Minimum of one (1) fire extinguisher shall be present on each habitable floor. Fire extinguishers shall meet minimum classification of 3A:40B:C @ 5 pounds on each habitable floor.	No fire extinguisher present or readily accessible on each habitable floor. Fire extinguisher does not meet minimum classification of 3A:40B:C @ 5 pounds.
1365.03(k). Carbon Monoxide detection shall be installed in dwelling units served by any fuel-burning appliance, fuel-burning fireplace and/or forced-air furnace, or a dwelling unit that has an attached garage/enclosed parking, in all of the following areas: 1.) Outside each separate sleeping area in the immediate vicinity of the bedrooms. 2.) If a fuel-burning appliance is located within a bedroom or attached bathroom, detection equipment shall be installed within the bedroom. Carbon Monoxide alarms must meet minimum requirements listed in most current State of Ohio Fire Code (OFC) and in 1365.03(k)(6).	Carbon monoxide detectors are not installed outside each separate sleeping area or in other areas of the dwelling unit as required by the Ohio Fire Code and as listed in KCO 1365.03(k)(6).
Referral(s) and/or Notes	
Items, issues, and/or conditions requiring referral to the City of Kent Chief Building Official, Fire Department, Law Department, Health Department, or any other City of Kent Department or representative.	Number of occupants does not comply with structure's zoning use identified on Zoning Use certificate requiring referral to Law Department. Structural issue or mechanical system matter is identified requiring referral and inspection by CBO or Fire Department.