

The Village of Northfield Building and Zoning Department
199 LEDGE ROAD, NORTHFIELD VILLAGE, OHIO 44067
Phone 330-467-7139; Fax: 330-908-7014
Harold Jason Walters, Building and Zoning Inspector

RENTAL CERTIFICATE AND INSPECTION APPLICATION

Applications are required to be filed prior to May 1 of each year. The annual application fee is \$100. If the property has a tenant and the application is not filed prior to May 1, the fee is \$250. The above fees cover the Rental Certificate Application fee, the initial property inspection, and the first inspection to ensure compliance as to violations noted on the original inspection report. The fee for any required subsequent inspections pertaining to that year's application shall be \$25. A Rental Certificate will not be issued unless a current Exterior Inspection Rental Certificate is obtained and the property is current on its Village sewer maintenance fee account. Properties that have received a Point of Sale Exterior Inspection Certificate and corrected all violations indicated thereon are relieved of the obligation to obtain an Exterior Rental Inspection (but still need to receive a Rental Certificate) for the year in which the point of sale inspection certificate was issued and the year after. Cash or checks are accepted.

Applicant to Complete the Following:

I hereby make application in accordance with Chapter 1446 of the Codified Ordinances.

Name of Property Owner _____

Property Address _____

SS# or EIN of Property Owner _____

Property Owner or Agent (if applicable) _____

Property Owner/Agent Street Address of _____

City, State, Zip Code _____

Phone # _____ Email: _____

Names of Tenants (if presently rented) _____

SS#s of Tenants _____

Name of Applicant

Applicant's Signature

This Section Be Filled Out by the Building Dept. Application Date: _____

Exterior Inspection Needed Y _____ N _____

VILLAGE OF NORTHFIELD ORDINANCE NO. 2015-06

AN EMERGENCY ORDINANCE AMENDING CHAPTER 1446 OF THE CODIFIED ORDINANCES RELATING TO RENTAL CERTIFICATES FOR RENTED SINGLE FAMILY DWELLINGS

WHEREAS, in 2014 Council adopted Chapter 1446 of the Housing Code requiring a Rental Certificate and Exterior Inspection Rental Certificate in order to rent single-family dwellings; and

WHEREAS, Council desires to amend Chapter 1446 in order to clarify language in the Chapter and require property owners to be current on their Village sewer maintenance fee accounts before receiving a Rental Certificate; and

NOW, THEREFORE, BE IT ORDAINED by the Council of the Village of Northfield, County of Summit, and State of Ohio:

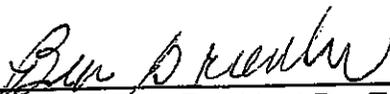
SECTION 1. That Council hereby amends Chapter 1446 of the Housing Code as is indicated in the attachment hereto that is incorporated herein by reference.

SECTION 2. That the rest and remainder of the Codified Ordinances of the Village of Northfield shall remain as presently drafted unless inconsistent herewith.

SECTION 3. That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were rendered in an open meeting of this Council and were in compliance with all legal requirements.

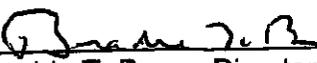
SECTION 4. That this Ordinance is hereby declared to be an emergency measure necessary for the public peace, health, and welfare of the residents of the Village of Northfield for the reason that it will assist with maintaining the Village's sewer systems and the aesthetic appearance of the Village, and that this Ordinance shall take immediate effect upon its signature by the Mayor, or upon the expiration of time within which it may be disapproved by the Mayor, or upon its passage after its disapproval by the Mayor, as the case may be, pursuant to Village of Northfield Charter Section 4.11.

IN WITNESS WHEREOF, we have hereunto set our hands this 8th day of April, 2015.

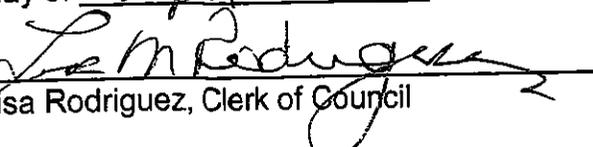

Bea Greenlee, President Pro-Tem of Council


Jesse J. Nehez, Mayor

Approved as to Legal Form.


Bradric T. Bryan, Director of Law

I, Lisa Rodriguez, Clerk of Council of the Village of Northfield, Summit County, Ohio, do hereby certify that the foregoing Ordinance was duly and regularly passed by Council at a meeting held on the 8th day of April, 2015.


Lisa Rodriguez, Clerk of Council

CHAPTER 1446
Rental Certificate and Exterior Inspection Rental Certificate for Rented Single-Family Dwellings

1446.01 RENTAL CERTIFICATE.

On or after July 1, 2015, no single-family residential dwelling structure shall be rented or presently occupied under a rental agreement, whether written or oral, unless the Building and Zoning Inspector has issued to the owner or authorized agent of the property owner, a Rental Certificate and Exterior Inspection Rental Certificate. Rental Certificates shall be effective until June 30 of the year after the year in which the Rental Certificate is issued.

(a) In order to obtain a Rental Certificate, the owner of the property, or his, her, or its authorized agent, shall, prior to May 1, 2015 and May 1 of each subsequent year, or 60 days prior to the commencement of a lease term for properties to be first rented after July 1, 2015, submit a completed Rental Certificate Application, which includes a request for an Exterior Inspection or statement that such inspection is not required pursuant to the requirements of this chapter, on the Rental Certificate Application form available from the Building and Zoning Department, along with the required application fee in the amount of \$100.00. The above fee will cover the Rental Certificate Application fee, the initial property inspection, and the first inspection to ensure compliance as to violations noted on the original inspection report. The fee for any required subsequent inspections pertaining to that year's application shall be \$25.00. A Rental Certificate shall not be issued unless a current Exterior Inspection Rental Certificate is obtained and the property is current on its Village sewer maintenance fee account.

(b) On or after July 1, 2015, any owner of property being rented to a tenant that is not in possession of a current Rental Certificate shall be in violation of this chapter.

(c) Upon receipt of the fully completed application and fee by the Building and Zoning Department, an Exterior Rental Certificate inspection shall be scheduled and conducted within 30 days.

(d) The Building and Zoning Inspector shall issue an inspection report within five working days of the date of inspection listing any violations of the maintenance standards contained in the Village's Building and Housing Code existing at the time of the exterior inspection, if any.

(e) Upon completion of the rental inspection, any noted violations posing a risk to the safety of any person occupying the property shall be corrected prior to the issuance of the Exterior Inspection Rental Certificate.

(f) If no violations or minor violations are noted from the inspection, an Exterior Inspection Rental Certificate will be issued, permitting the property to be rented in compliance with this ordinance.

(g) The Building and Zoning Inspector will provide compliance dates for minor violations noted on the inspection report. In the event the violations are not corrected by the compliance dates indicated on the report, the Exterior Inspection Rental Certificate and Rental Certificate may be revoked by the Building and Zoning Inspector

and/or the property owner and/or agent may be considered to be in violation of this chapter.

(h) Properties that are rented subsequent to July 1, 2015 that were not granted Rental Certificates prior to July 1, 2015 must apply for a Rental Certificate at least 60 days prior to the commencement of a lease and receive a Rental Certificate and Exterior Inspection Rental Certificate prior to the date any tenant moves into the property. Applications not filed prior to the May 1 deadline, or filed subsequent to 60 days prior to the tenant moving into the property shall be charged an additional \$150.00 on top of the \$100.00 application fee.

(i) The requirements of this chapter shall not relieve the property owner from his, her, or its obligation to obtain a Point of Sale Exterior Inspection Certificate in connection with a sale of the property. The receipt of a Point of Sale Exterior Inspection Certificate, and the correction of all violations related thereto, shall relieve the property owner from his, her, or its obligation to obtain an Exterior Inspection Rental Certificate for the calendar year in which the Point of Sale Exterior Inspection Certificate is issued and the year thereafter.

1446.02 RENTAL CERTIFICATE APPLICATIONS.

(a) Rental Certificate applications shall be made annually as set forth above and separately for each dwelling being rented. The information supplied on the application shall include, but not be limited to, the following:

(1) The address of the property.

(2) The name, street address, and telephone number of the owner of the property and any authorized agent acting in the owner's stead.

(3) A photocopy of the owner of the property or authorized agent's driver's license or State ID.

(4) If the property owner is an entity rather than a person, the title of the person submitting the application and the person responsible for tenant issues related to the property.

(5) The information required by chapter 896 of the Business Regulation Code.

(6) The signature of the person submitting the application and the date the application is executed.

(7) Such other information reasonably deemed necessary by the Building and Zoning Inspector.

(b) The Building and Zoning Inspector may revoke a Rental Certificate if it is discovered that any statement contained in the application is false or inaccurate.

(c) In the event that there is a change in the tenant or tenants occupying the rental unit between the date the Rental Certificate was issued and the date the next Rental Certificate Application is filed, the property owner is required to file an updated report regarding the change in tenant as required by Chapter 896 of the Village's Business Regulation Code.



The Village of Northfield

199 LEDGE RD.
NORTHFIELD VILLAGE, OHIO 44067
330-467-7139 #20
Fax: 330-908-7014

K. Jason Walters

Service, Building and Zoning Superintendent

Village of Northfield Rental Certificate Inspection List

1. Driveway must be concrete or asphalt and in sound condition free of trip hazards, cracks and deterioration. Cracks must be maintained if present. No Gravel/Stone Driveways or parking areas. Village Codified Ordinances 1266.07b & 1442.14
2. Sidewalks and walkways and patios must be level and free of trip hazards with no cracks or deterioration.
3. All steps, decks and stoops must be maintained free of broken or dilapidated parts. All hand railings/guardrails must be secure and maintained. Foundations above grade cannot be deteriorated and must be weather tight.
4. All fencing must be in good condition, with all gates and hardware working properly.
5. Roofs & chimneys must be free of leaks and in good condition. No more than two layers of shingles and no loose, deteriorated or damaged shingles are permitted.
6. Siding, Fascia, overhangs and trim must be clean and free of peeling/blistering paint or broken, damaged or missing siding.
7. Windows, doors and screening must be in good working condition and free of cracks. All trim must be maintained and in good condition.
8. Must have a proper storage area for rubbish and/or rubbish cans.
9. Must have a shed or garage for storage of equipment, bikes, toys, etc.
10. The home's address must be on the home and be legible and visible from the street.

11. Gutters, downspouts and sewers must be properly connected and maintained.
12. Storm & sanitary sewers may need to be filmed if evidence exists that the pipes might be broken or the sewers are not functioning properly.
13. Canopies and patio enclosures must be installed properly and have no deterioration or missing or loose parts on the structure(s).
14. Trees, lawn maintenance and landscaping – All trees and bushes must be maintained so as not to overhang or be a nuisance to any neighboring property or any structure. Grass must be trimmed and properly maintained. All landscaping must be properly kept and maintained.
15. Exterior electrical systems must be up to code. All fixtures must be in good working condition.
16. Detached structures must be in good condition.
17. The overall condition of the property must comply with the Village's residential property maintenance standards.

H. Jason Walters

H. Jason Walters,
Superintendent of Dept. of Public Service,
Building and Zoning Inspector