



**Rental
REGISTRATION**
BOARDMAN TOWNSHIP

OFFICE USE ONLY
PERMIT NUMBER – _____ - _____
PAYMENT METHOD: [] CASH [] CHECK No. _____

Rental Registration Application

(Please Fill Out Entirely in Type or Legible Print)

Pursuant to Home Rule Resolution 18-03, effective May 14, 2018, application is hereby made to register the following rental units for occupancy in Boardman Township. Please complete and return before **March 1st of the current year**. The Verification of Standards on the back **MUST** be signed. **Checks may be made payable to Boardman Township.**

Owner Information

Name:		
Address:		
City:	State:	ZIP:
Phone:	Cell:	Email:

Property Manager Information

If the owner is the property manager, please leave blank

Who is the primary contact?

Owner

Manager

Company Name:	Contact Person:	
Address:		
City:	State:	ZIP:
Phone:	Cell:	Email:

Rental Properties

Please fill out each box entirely for your rental properties. Incomplete or inaccurate applications will not be accepted.

Address:	6 Units or Less: ____ Units x \$40 = _____ Total Fee
Parcel Number:	Apartment Community* ONLY:
Number of Units:	More Than 6 Units/Apartment Community: ____ Units x \$15 + \$150 base fee = _____ Total Fee
Number of Buildings:	
Trash Service Provider:	

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Trash Service Provider:	

*Apartment Community is one parcel containing more than six (6) units.

LATE FEES: After March 1st, a \$20-per unit late fee will be added to all applications with 6 units or less, and a \$50 per building charge will be added to all Apartment Communities. **PLEASE SEE REVERSE SIDE >**

Verification of Standards
(Please Fill Out Entirely in Type or Legible Print)

I hereby certify that I meet the below minimum standards: *(Please initial next to each standard)*

- _____ Exterior areas shall be free of any accumulation of refuse and debris.
- _____ Handrails shall be installed in accordance with the applicable residential building code of Ohio.
- _____ Windows shall not be cracked or broken or boarded and shall not admit moisture.
- _____ Exterior doors shall be free of holes and splits and shall be firmly secured with operable locking mechanism.
- _____ Exterior entryways shall be equipped with lighting.
- _____ Exterior steps shall be equipped with lighting.
- _____ Any common area washer or dryer units must be vented on the outside of the structure.
- _____ Interior and exterior of unit shall be free of insects, rodents, and other pests.
- _____ Interior premises shall be free of any accumulation of refuse and debris.
- _____ Floors, ceilings, and walls shall be structurally sound and block water or standing water.
- _____ All electrical outlets and light switches shall have secured plate covers installed.
- _____ All interior steps shall be equipped with lighting.
- _____ Each bedroom shall have at least one (1) working window.
- _____ At least one (1) toilet shall be in operable condition and connected to water and sewer lines.
Any toilet that is removed must be sealed properly to prevent rodents and/or sewer gasses from escaping into the unit.
- _____ At least one (1) bathroom and kitchen sink shall have working hot and cold water per unit.
- _____ The rental unit shall have an operable heating system.
- _____ The rental unit shall have an operable electrical system with no exposed live parts.
- _____ Operable smoke detectors with live batteries shall be present on each floor of each individual unit.
- _____ Multi-unit buildings must have a fire extinguisher on each floor's common area.
- _____ Any basement level unit needs two acceptable means of egress.
- _____

Signature of Property Owner or Representative

Date