



City of Wellston

203 E. Broadway
Wellston, Ohio 45692
Code Enforcement Office
(740)384-3842
CODE@cityofwellston.org
www.cityofwellston.org

APPLICATION FOR RENTAL PROPERTY CERTIFICATE Wellston City Code Chapter 154, Registration of Rental Property

Wellston City Code §154 requires an owner of rental property to register the property with the Director of Code Enforcement prior to occupancy by providing the information below. If the rental property is owned by a corporation or business entity other than an individual or sole proprietor, the information must also include the name of an officer, partner, manager, trustee, or associate with whom contact may be made or to whom correspondence may be directed. A post office box will not be accepted as a physical address but should be listed if mailings are to be sent there instead of the physical address.

Wellston City Council Ordinances require a fifty dollar (\$50.00) annual fee, due by January 1 of each year, for each dwelling unit listed in this application.

Any dwelling unit in the AR zoned district with more than 10 dwelling units will pay a five hundred dollars (\$500.00) annual fee, due by January 1 of each year for each dwelling unit listed in this application.

Failure to pay the fee shall result in a \$100 penalty.

RETURN COMPLETED APPLICATIONS TO THE CODE ENFORCEMENT OFFICE, 203 EAST BROADWAY STREET, WELLSTON, OHIO 45692

Ownership Type: Individual Sole Proprietorship Partnership Association
 Corporation Limited Liability Corp. Non-Profit Corp Trust Other

Owner/Business Name: _____

Officer/Representative Name (if applicable): _____

Owner/Officer Address: _____

Street City State Zip code

Mailing Address: _____ (if different than physical address) Street City State Zip code Phone: ()

email _____

Wellston City Code **154.03.01** requires an owner to designate an agent other than the owner for each registered property by providing the information below. An agent may be a business entity or a person at least eighteen (18) years of age residing in Wellston or Jackson County. A post office box will not be accepted as an address unless no other mailing address is available. A physical address with number, street, city and state are required in addition to a post office box. For owners residing in Wellston or Jackson County, the agent requirement may be waived by the Director of Code Enforcement, although a secondary point of contact is preferable.

Agent/Business Name: _____

Physical Address: _____

Street City State Zip code

Mailing Address: _____ (if different than physical address) Street City State Zip code Phone: ()

e-mail: _____

INSTRUCTIONS

The City of Wellston requires the owners of residential rental property to register each property. Rental property includes real property, one (1) or more dwellings used solely for residential purposes, a mobile home in a manufactured home park, a platted lot or parcel of land leased for the location of a mobile home, manufactured home, or industrialized unit. This regulation does not pertain to certain types of residential uses including, but not limited to motels, college dormitories, and other types housing for persons in the care of others. For purposes of this document, the following definitions shall apply:

“Rental Dwelling Unit”: Any structure or part thereof used by a person or persons other than the owner for residential purposes. Rental Dwelling Units may also be known as a rental dwelling, rental unit, dwelling unit, or housekeeping unit and may be a mobile home, manufactured home, or industrialized unit.

“Family”: Two (2) or more persons related by blood, marriage, or adoption, living together as a single housekeeping unit. A “group family” is not permitted the keeping of any roomers in a Suburban Residential or Urban Residential.

“Group Family”: Not more than three (3) persons, not related by blood, marriage, or adoption, living together as a housekeeping unit.

“Dwelling Unit” or housekeeping unit: One (1) or more rooms physically arranged so as to create an independent housekeeping establishment for occupancy by one (1) or more persons with separate toilets and facilities for cooking and sleeping.

Please fill out information for each residential building in your ownership within the City of Wellston. If you are an individual owner or sole proprietor, please include your full name and mailing address. If you are a partnership, corporation, or trust, please include the name of that entity as well as the name of a business or corporate officer. Phone refers to the primary contact number were the owner or listed agent may be reached. Please provide an e-mail address if available in order to facilitate and enhance the timeliness of necessary communications.

A designated agent must be identified for each registered rental property. An agent may be a business entity, property management company, or an individual other than the owner or business officer, at least eighteen (18) years of age, and a resident of Jackson County. The primary telephone contact number must be included and an e-mail address, if available, to aid in normal and emergency communications. If you have multiple properties and different agents for each, please list each agent and contact information separately. If you are an owner who resides locally, have no agent, and are available at all times for contact by telephone and mail, some administrative latitude may be exercised for agent designation, but it is preferred that you identify a secondary point of contact for legal notifications or in case of emergency.

The maximum number of tenants residing in a dwelling unit is limited in each zoning district. In any zoning district, a family of any size may reside in a dwelling unit. In UR/SR, single-family and AR, multi-family zones, if tenants are not related by blood, marriage, or adoption, the number is limited to a maximum of three (3) individuals and is defined as a "group family". Minor children under the age of eighteen (18) should not be included, only unrelated individuals eighteen (18) years of age and older. The number of residents requested refers to the number in a "group family". If you have or do now rent to a "family", you may say/list "family" but also include the number if a "group family" is in residence.

Notification of any changed information, including new agent, change of address, telephone number, or e-mail address must be received within five (5) days of information availability. A former owner should make the change of information requirement known to the new owner at or before closing and the new owner information should be forwarded to the Code Office within five (5) days of closing. Information provided is a public record and may be shared with other City departments and officials.

I have read and understand the instructions and requirements attached to this application and hereby swear or affirm that the information provided, and documentation attached are to the best of my knowledge truthful and accurate.

Agent/Owner/Officer: _____
Signature Printed Name Date

Company Title (if applicable): _____
RENTAL PROPERTIES OWNED IN THE CITY OF WELLSTON

1. Location/Address: _____ **Zoning District:** _____

Jackson County Auditor's Parcel ID # (s): _____

Number of separate residential buildings on premises: _____

Number of dwelling units per building _____
(list number of units in each building separately)

Number of tenants: _____
(list number of tenants in each unit separately)

Number of on premise/off-street parking spaces: _____ Paved Unpaved/gravel

2. Location/Address: _____ **Zoning District:** _____

Jackson County Auditor's Parcel ID # (s): _____

Number of separate residential buildings on premises: _____

Number of dwelling units per building _____
(list number of units in each building separately)

Number of tenants: _____
(list number of tenants in each unit separately)

Number of on premise/off-street parking spaces: _____ Paved Unpaved/gravel

3. Location/Address: _____ **Zoning District:** _____

Jackson County Auditor's Parcel ID # (s): _____

Number of separate residential buildings on premises: _____

Number of dwelling units per building _____
(list number of units in each building separately)

Number of tenants: _____
(list number of tenants in each unit separately)

Number of on premise/off-street parking spaces: _____ Paved Unpaved/gravel

ATTACH

ADDITIONAL PAGES FOR FOUR (4) OR MORE UNITS

FOR OFFICIAL USE ONLY

Application No: _____ Date Received: _____
Reviewer's Name: _____ Date reviewed: _____

Reviewer's recommendation/comments:

City Inspector comments:

Approved Denied

Code Enforcement Officer

Date