

# IMPORTANT NOTICE



Dear Oakwood Property Owner:

As the owner of a non-owner occupied dwelling unit, you are required to register all tenants consistent with the Oakwood Codified Ordinance 17-800.3. In addition, each time there is a change of tenant, the property owner is required by Oakwood Codified Ordinance 17-800.1 to complete an inspection form and schedule an inspection of the premises\*.

You must also be aware that Section 409 of the Oakwood Zoning Code includes specific requirements as to the number of persons that may live together in a single family dwelling unit.

A copy of each above referenced regulation is available on the city's website at <https://oakwoodohio.gov/rental-inspection-program/>.

Any property owner of a non-owner occupied dwelling unit who violates any of these requirements shall be subject to citation and prosecution as provided for under the Oakwood Zoning and Property Maintenance Codes.

Should you have any questions regarding any of the above referenced requirements, please contact the Code Enforcement Officer, Ethan Kroger, at (937) 297-2920.

\*Per Oakwood Property Maintenance Code, 17-107.5 (E), the rental inspection requirement *may be waived* by the Code Enforcement Officer if the following conditions apply: 1. The property has undergone a pre-sale or rental inspection during the 12 months immediately prior to the most recent change of tenant; and 2. The city has not received any zoning or property maintenance complaints about the property in the 12 months immediately prior to the most recent change of tenant; and 3. The property is otherwise in compliance with all requirements of the Oakwood Property Maintenance Code, including providing Tenant Information forms in a timely manner.



**CITY OF OAKWOOD  
TENANT INFORMATION FORM**  
30 Park Avenue  
Oakwood, OH 45419  
(937) 297-2920 Fax: (937) 297-2940  
Code Enforcement Officer, Ethan Kroger  
Email: zoning@oakwood.oh.us

**GENERAL INFORMATION:**

Occupancy Certificates are not transferrable and property owners must complete this form and return it to the City of Oakwood within thirty (30) days of a tenant change. Upon receipt of a completed *Tenant Information Form*, an inspection will be scheduled by the city. **The cost of the inspection is \$60.00.**

Per Oakwood Property Maintenance Code 17-107.5 (E), the rental inspection requirement **may be waived** by the Code Enforcement Officer if the following conditions apply: 1. The property has undergone a pre-sale or rental inspection during the 12 months immediately prior to the most recent change of tenant; and 2. The city has not received any zoning or property maintenance complaints about the property in the 12 months immediately prior to the most recent change of tenant; and 3. The property is otherwise in compliance with all requirements of the Oakwood Property Maintenance Code, including providing *Tenant Information Forms* in a timely manner.

**Note: Section 409 of the Oakwood Zoning Code regulates residential group rentals, and prohibits more than two unrelated persons from living together in a single family dwelling unit.**

**PROPERTY INFORMATION:**

Address of rental property \_\_\_\_\_

**OWNERSHIP:**

Owner(s) (As on Deed) \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Home Phone # \_\_\_\_\_

City, State & Zip \_\_\_\_\_ Business Phone # \_\_\_\_\_

Email \_\_\_\_\_

**IF PROPERTY IS OWNED BY A CORPORATION, PLEASE PROVIDE THE FOLLOWING INFORMATION:**

Corporation \_\_\_\_\_

Corporate Officer \_\_\_\_\_ Title \_\_\_\_\_

Address: \_\_\_\_\_ Home Phone # \_\_\_\_\_

City, State & Zip \_\_\_\_\_ Business Phone # \_\_\_\_\_

Email \_\_\_\_\_

**TENANT INFORMATION:** The names of all occupants who reside in this dwelling and their relationship to any other persons residing in the dwelling (if no relationship, state "none") are as follows:

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Unit #/Date of Occupancy \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Unit #/Date of Occupancy \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Unit #/Date of Occupancy \_\_\_\_\_

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Unit #/Date of Occupancy \_\_\_\_\_

**TENANT CONTACT PHONE NUMBER:** (NOT the landlord's phone number; please provide a number the City can use to contact property occupants directly in case of emergency or other problem) \_\_\_\_\_

Please note: By signing this form, you acknowledge the following:

- 1) This form is required by law and is being submitted to obtain an Occupancy Certificate.
- 2) You understand that the Oakwood Zoning Code requires you to submit a **NEW Tenant Information Form** each time there is a change of tenant(s) in your rental premises.
- 3) You understand that knowingly making a false statement on this *Tenant Information Form* is a violation of the Ohio Revised Code: Section 2921.13 (A) which is a first degree misdemeanor punishable by a fine of up to \$1,000 and/or up to 6 months in jail.

Signature \_\_\_\_\_

Printed \_\_\_\_\_ Date \_\_\_\_\_