



January 11, 2017

Dear Rental Property Owner and/or Manager,

During the past 18 months, the city has worked diligently, in cooperation with the rental industry, to develop a program aimed at improving the condition of rental properties in the city – without creating an undue burden on owners or tenants.

The new three-part program, approved by the West Carrollton City Council in December, will officially go into effect January 13. Please see the attached news release for more information.

In summary the new program requires:

1. Registration of all rental properties in the city with the Montgomery County Auditor, as currently required by the Ohio Revised Code, by June 30, 2017. Registration is free, but a late fee will be assessed for any property not registered by the June 30 deadline.
2. Exterior-only inspections of all rental properties, to also include the interior common areas in multi-family properties, once every two years. There will be no charge for the initial inspection, but a re-inspection fee will be charged if violations are not corrected;
3. Mandatory education, delivered by rental industry partners, for owners who fail two consecutive inspections.

We are hopeful that this program will help to improve public safety, eliminate blight, and improve the overall condition of our neighborhoods. Thank you, in advance, for your participation in making the city of West Carrollton a great place to live.

Please review the full ordinance 3596 at www.westcarrollton.org/rental-registration-program, where you will also find a link to the county registration form. Copies of the ordinance are also available at the West Carrollton Civic Center, 300 E. Central Ave. West Carrollton, OH 45449, from 8 a.m. to 4:30 p.m. Staff is available to answer questions at the Civic Center or by calling (937) 859-5184.

Sincerely,

Gregory S. Gaines, AICP, MCRP
Director of City Planning

Carl E. Enterman
Chief Code Enforcement Officer

Bob Bobbit
Code Enforcement Officer