

## NOTICE

January 1, 2010

This letter is to inform you, as the owner of a non-owner occupied/rental property in the City of North College Hill, of recently passed legislation which requires your action. Ordinance #19-2009 requires all non-owner occupied/rental properties (of 4 units or fewer) to be registered with the City of North College Hill. This ordinance takes effect January 6, 2010.

Attached, you will find the NCH Residential Rental Registration form. If your property requires registration, submit the completed, signed registration form to the Office of Property Maintenance/Code Enforcement located within the Municipal Building of North College Hill. This form must be updated annually and upon change of ownership by the new owner. The fee for Residential Rental Registration is TEN DOLLARS (\$10.00) per property (NOT per unit) per year and shall be payable upon submission of the Registration (payable to the City of North College Hill).

This information is being compiled and maintained by the City of North College Hill in an effort to preserve property maintenance and safety. If there is an issue or concern related to a property, it is imperative that city officials are able to contact the owner or named agent\* in a timely manner. If you have any questions, please contact the Code Enforcement Officer at 513-521-7413.

**This is a mandatory requirement for rental property owners in the City of North College Hill and does not replace any similar rental registration conducted by any other jurisdiction. Form and fee(s) are due within thirty (30) days of receipt of this letter.**

\* A local agent is defined as a resident of Hamilton County, Ohio or a resident of an adjacent Ohio county. This person must be at least 18 years of age.

# City of North College Hill Residential Rental Property Registration

## Owner / Agent / Information

Owner Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Alternate Contact Phone Number: \_\_\_\_\_

Owner E-mail Address: \_\_\_\_\_

Owner Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Alternate Contact Phone Number: \_\_\_\_\_

Agent E-mail Address: \_\_\_\_\_

Agent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## Rental Properties Owned in North College Hill

1. Location Address: \_\_\_\_\_

**\$10.00 FEE**

# Of Rental Units: \_\_\_\_\_

Tenant's have been notified of their municipal tax obligations

Yes  No

2. Location Address: \_\_\_\_\_

**\$10.00 FEE**

# Of Rental Units: \_\_\_\_\_

Tenant's have been notified of their municipal tax obligations

Yes  No

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**City of North College Hill**  
**Residential Rental Registration Form (Rev. 1/1/10)**  
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OWNER NAME: _____	CONTACT NUMBER: _____
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<b>Rental Properties Owned in North College Hill</b>	
3. Location Address: _____	<b>\$10.00 FEE</b>
# Of Rental Units: _____	
Tenant's have been notified of their municipal tax obligations	Yes <input type="checkbox"/> No <input type="checkbox"/>
4. Location Address: _____	<b>\$10.00 FEE</b>
# Of Rental Units: _____	
Tenant's have been notified of their municipal tax obligations	Yes <input type="checkbox"/> No <input type="checkbox"/>
5. Location Address: _____	<b>\$10.00 FEE</b>
# Of Rental Units: _____	
Tenant's have been notified of their municipal tax obligations	Yes <input type="checkbox"/> No <input type="checkbox"/>
6. Location Address: _____	<b>\$10.00 FEE</b>
# Of Rental Units: _____	
Tenant's have been notified of their municipal tax obligations	Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Location Address: _____	<b>\$10.00 FEE</b>
# Of Rental Units: _____	
Tenant's have been notified of their municipal tax obligations	Yes <input type="checkbox"/> No <input type="checkbox"/>
8. Location Address: _____	<b>\$10.00 FEE</b>
# Of Rental Units: _____	
Tenant's have been notified of their municipal tax obligations	Yes <input type="checkbox"/> No <input type="checkbox"/>