



RENTAL PROPERTY REGISTRATION

City of Youngstown

9 West Front Street, Suite 208

Youngstown, Ohio 44503

Phone: 330-742-8833

Non-Compliance Notification

Dear Property Owner/Manager:

The property located at _____, Youngstown, Ohio, is being rented in violation of **Section HC-602** of the City of Youngstown Housing Code/Rental Properties for the following reason:

O The property is not registered and/or the registration fee paid. Please pay \$_____.

The fee for a non-registered rental property is \$100.00 along with the \$20.00 registration fee for each Single-Family Residence. The registration fee for Multi-Unit Properties is \$20.00 for the first unit and \$15.00 for each additional unit in the structure. You will continue to be fined the \$100.00 non-registration fee weekly until you register your rental property with the City of Youngstown. **Our office is actively identifying ALL rental properties in the City of Youngstown.**

Please submit the enclosed registration form and return it with your payment and late fee charge within 15 days of receipt of this letter. In order to avoid additional charges you must also register any other rental properties that you may own. As a courtesy, we **WILL NOT** charge you a late registration fee on any **additional rental properties** registered by _____.

O The property has not been accessible for an inspection. Either an inspection was scheduled and confirmed or several attempts to contact you have not resulted in a response to schedule an inspection.

Please call the Rental Property Registration Office by _____ to schedule an inspection and to avoid future late fees. If an inspection is not **COMPLETED** within three (3) weeks from receipt of this notice, the enclosed invoice **MUST** be paid by _____.

O A balance of \$_____ is outstanding.

You **WILL NOT** be **Compliant** with the Rental Property Registration Ordinance until you have paid all late fees and registration fees. Please submit payment by _____ in order to avoid being assessed the **\$100.00 Non-Compliance Fee**.

O Land-Contracts are still required to register, UNLESS, the Land-Contract has been filed with the Mahoning County Recorder's Office. If the Land-Contract has been recorded, please submit a copy to our office.

You have the right to appeal this order/notice by filing with the Housing Appeals Board within fifteen (15) days of receipt of this notification. Appeals must be in made writing, and accompanied with a \$15.00 filing fee payable to the "City of Youngstown" and mailed to Housing Appeals Board at the above address.

Respectfully,

Deborah M. Myers
Administrator for the City of Youngstown
Rental/Vacant Property Department
Email: rpr@cityofyoungstownoh.com

IT IS UNLAWFUL TO RENT A PROPERTY IN THE CITY OF YOUNGSTOWN WITHOUT A VALID RENTAL PROPERTY LICENSE.

DATE SENT: _____

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