

(For Office Use Only)  
Permit # \_\_\_\_\_  
Date Rec'd \_\_\_\_\_

Application for Zoning Certificate  
For Rental Housing  
Village of Port Washington  
ORDINANCE NO 2018-4

New Rental  New Owner  Demographic Update Only

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

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

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

Telephone #: \_\_\_\_\_ E-mail Address (if applicable): \_\_\_\_\_

Would you prefer to receive notifications by regular U.S. mail or E-mail? U.S. Mail  E-mail

Property Manager: \_\_\_\_\_ Telephone # \_\_\_\_\_

Property Manager Address: \_\_\_\_\_

Emergency Contact & Telephone # \_\_\_\_\_

**Property Address** (include all unit #'s for multiple units/buildings):  
\_\_\_\_\_

Check One:  Rental Unit  
\_\_\_\_\_ Number of Units in Building  
 Rooming House (6 or more tenants)  
 Owner-Occupied Rooming House  
\_\_\_\_\_ Number of Bedrooms Rented

Number of Parking Spaces \_\_\_\_\_  
(to be confirmed by Inspector)  
Number of Parking Spaces \_\_\_\_\_  
Number of Parking Spaces \_\_\_\_\_

I HEREBY SWEAR OF AFFIRM THAT ALL OF THE INFORMATION PROVIDED IS TO THE BEST OF MY KNOWLEDGE TRUTHFUL AND ACCURATE, AND THAT THE PROPERTY COMPLIES WITH ORDINANCE # 2018-4

\_\_\_\_\_  
Signature of Owner Date

OFFICE USE ONLY:  
Recommend:  Approval  Refusal  
Parking Verified by Code Officer

*Occupants Names :*

\_\_\_\_\_  
CODE OFFICER SIGNATURE DATE

Copy to Fiscal Officer

VILLAGE OF PORT WASHINGTON  
ORDINANCE NO. 2018-4

**AN ORDINANCE REQUIRING LANDLORDS TO REGISTER ALL RENTAL PROPERTIES WITH THE VILLAGE OF PORT WASHINGTON**

**WHEREAS**, the Council for the Village of Port Washington, Tuscarawas County Ohio has determined that it is the interest of the community and for reasons of safety and welfare of its residents that an ordinance be passed requiring all landlords to register their rental properties with the Village of Port Washington;

**THEREFORE**, be it ordained by the Council of the Village of Port Washington as follows:

**SECTION 1:** The provisions of this Ordinance apply to all non-owner occupied dwellings located in the Village of Port Washington. Said properties shall be collectively referred to as "rental dwellings" herein.

**SECTION 2:** No person shall lease or rent a rental dwelling in the Village of Port Washington without registering the same with the Tax Administrator of the Village of Port Washington. If the Village should find itself without a Tax Administrator said registration shall be done at the Mayor's Office.

**SECTION 3:** Registration forms shall be available in the Tax Administrator's Office (or the Mayor's Office). The registration form must be filled out in full or said registration will not be considered to be in compliance with this Ordinance. Said registration form must include, at a minimum, the following information:

- A. The Owner's or Landlord's name, home address, business address, mailing address and valid telephone contact number.
- B. Address of the rental property, number of units in the building and permitted number of tenants in each unit.
- C. Telephone numbers for the property owner and any agents, managers or other persons acting on behalf of the owner.
- D. Name and valid telephone number of any current tenant renting the unit; and
- E. Any other information requested on the form.

Every person required to register a rental dwelling under this Ordinance shall give notice, in writing to the Tax Administrator (or Mayor's Office) at least Thirty (30) days prior should they intend to change their name, address or contact telephone number. If it is impossible or impractical to give said notice then the person required to register shall give said written notice at the earliest possible time, not to exceed seven (7) days following any change.

ORDINANCE NO. 2018-4

If it is discovered that any person required to register under this Ordinance provides false information, fails to update changed information, or fails to provide information which is easily accessible, that person shall be in violation of this Ordinance.

**SECTION 4:** Every person required to register a rental dwelling under this Ordinance shall give notice in writing, to the Tax Administrator (or Mayor's Office) at least Thirty (30) days prior to the transfer in ownership of any rental dwelling. Said notice shall include the potential or expected purchaser's name, address, and telephone number.

**SECTION 5:** Every person required to register a rental dwelling under this Ordinance shall give notice, in writing, to the Tax Administrator (or Mayor's Office) upon a change in the occupancy of any rental dwelling. This includes a current tenant moving out and no new tenant moving in.

**SECTION 6:** Every person owning a non-owner occupied dwelling, whether said dwelling is currently occupied or not shall register said dwelling in accordance with the terms of this Ordinance.

**SECTION 7:** Any person attempting to convert an owner-occupied dwelling to a non-owner occupied dwelling shall register the same at least Thirty (30) days prior to occupancy.

**SECTION 8:** Violation of any provision of this Ordinance shall be a fourth (4<sup>th</sup>) degree misdemeanor on the first offense. If a person has a prior conviction of any provision of this Ordinance, a second violation shall be a third (3<sup>rd</sup>) degree misdemeanor. If a person has two or more prior convictions of any provision of this Ordinance, a violation shall be a second (2<sup>nd</sup>) degree misdemeanor.

First Reading: 10-2-18

Second Reading: 10-16-18

Third Reading: 11-6-18

Passed this 6th of November, 2018

Motion made by Joe Bourne and seconded by Steve Adams. All council members present were in favor.

Thomas J. Gardner  
Mayor

Joe A. Bourne  
Council President

Carissa R. Lute  
Fiscal Officer