



The Village of

Golf Manor OHIO

6450 Wiehe Road • Golf Manor, OH 45237 • 513-531-7491 • www.golfmanoroh.gov

## *Property Rental Guidelines for Landlords*

The Village of Golf Manor is committed to working with landlords to ensure a positive and safe experience for residents who choose to live in rental units. Over 40% of housing available in the Village is rental property, which is composed of single-family homes, multi-unit homes, and apartment buildings with varying numbers of units.

There are several responsibilities to which property owners (landlords) of rental properties are obligated and are required to follow.

### **LANDLORD RESPONSIBILITIES**

#### **Notification of Residence**

Property owners of rental property within the corporate limits of the Village are required to submit to the Tax Commissioner twice a year a **Landlord/Tenant Questionnaire** form detailing the names, addresses, telephone numbers and place of employment for each tenant (Section 729.01) living in rental property of any kind on or before July 31 and December 31 of each year.

#### **Building Integrity**

Each owner or landlord of residential property is required to comply with all applicable provisions of the Village of Golf Manor building codes, regulations, or ordinances governing the maintenance, construction, use or appearance of property used for rental including:

1. Keeping all common areas of the premises in a safe and sanitary condition.
2. Making all repairs necessary to keep each dwelling unit in a fit and habitable condition in compliance with Golf Manor's building code, fire code, and the regulations of the Board of Health.
3. Maintaining in good and safe working order and condition all functioning systems in the unit including but not limited to electrical, plumbing, sanitary, heating, ventilating, and air conditioning fixtures and appliances, supplied or required to be supplied by landlord.
4. Advising tenants of and enforcing compliance with the Village Residential Waste Collection and Recycling ordinance and ensure disposal of all garbage and rubbish in accordance with the provisions of the Village waste collection rules (521.10 – Waste Collection Rules).
5. Ensuring that **move in or move out garbage** (furniture, boxes, toys, clothing, extra garbage bags, etc.) is not simply left at the curb. All trash must fit into the containers provided by Rumpke. Trash that does not fit into the brown or green bins must be disposed of by the tenant in

accordance with the Village Residential Waste Collection and Recycling ordinance and waste collection rules. It is the responsibility of the tenant to contract with Rumpke or other trash removal contractor at their own expense to make arrangements to pick up trash outside of what is accommodated by Village waste collection rules.

6. Exterminate any insects, rodents, or other pests on the premises.
7. Ensuring provision of utilities including running water, reasonable amounts of hot water and reasonable heat at all times, except when the building that includes a rented unit is not required by law to be equipped for that purpose, or the unit is so constructed that heat or hot water is generated by an installation within the exclusive control of the tenant and supplied by a direct public utility connection.
8. Except in the case of emergency or if it is impracticable to do so, giving the tenant reasonable notice of landlord's intent to enter and enter only at reasonable times. Twenty-four (24) hours is presumed to be a reasonable notice in the absence of evidence to the contrary.
9. Ensuring the peaceful enjoyment for all tenants in a property and surrounding neighbors by prohibiting any objectionable noise, especially during the hours of 10 pm and 7 am. Our police officers will make judgement based on the guidelines in the Village codified noise ordinance. Generally an objectionable noise that can be heard by a complainant at a distance of 100 feet from the source is prohibited.

Any condition which constitutes a violation of the standards established by the Village of Golf Manor may result in a citation for a violation in accordance with the penalty provisions of the Village building code, if the landlord fails to remedy the condition within a reasonable time after receiving notice of such violation from the Building Department (NIC), Fire Department, Police Department or the Board of Health.

