

**REQUIREMENT / PURPOSE OF LICENSE**

The City of Piqua, under Ordinance 0-6-23 – Chapter 109: Rental Registration requires owners of residential rental property units to register each of their rental units with the City annually. No owner of residential property located within the city shall rent, or seek to rent, any dwelling unit in such real property for any form of consideration unless he or she holds a valid rental license issued by the City of Piqua, in the name of the owner for the specific dwelling unit to be rented.

All rental properties within the City of Piqua must also be inspected. By completing this application and being approved for a Rental License in the City of Piqua, you are agreeing to permit an exterior and interior inspection of the rental property per the standards of Chapter 109. This inspection will be scheduled with the property owner once the license is approved.

You may apply for a rental license online at [www.piquaoh.gov/rentalregistration](http://www.piquaoh.gov/rentalregistration) or submit a PDF to [rentalregistration@piquaoh.gov](mailto:rentalregistration@piquaoh.gov). Payment may be made in person by cash or check, or online by using the Online Application Portal at the link above.

**SUBMITTAL REQUIREMENT CHECKLIST**

<input type="checkbox"/> Completed Application Materials (2 pages)	<input type="checkbox"/> Self-Confirmation of the below information (to the best of your knowledge): <ul style="list-style-type: none"> <li>• There are <b>NO</b> outstanding fire, building, zoning, or other code violations on the property.</li> <li>• There are <b>NO</b> outstanding fees, liens, unpaid taxes or assessments on the property.</li> </ul> <p>Please note that if there are outstanding code violations or unpaid fees, they will need to be corrected prior to the issuance of a rental license.</p>
<input type="checkbox"/> Fee \$65 / Unit	

**OWNER INFORMATION**

Owner Name (May be an Incorporated Entity, LLC):

Managing Partner Name:

Mailing Address:

Phone Number of Managing Partner:

Email of Managing Partner:

**PROPERTY OPERATOR INFORMATION (if different from owner)**

Company Name (if applicable):

First and Last Name of Primary Contact:

Mailing Address:

Mobile Phone Number of Primary Contact:

Email of Primary Contact:

RENTAL PROPERTY INFORMATION			
Street Address:		Parcel ID Number:	
# of Units at the Address being Rented:			
INDIVIDUAL UNIT INFORMATION (utilize Unit #2+ only if necessary)			
For more than 5 units, please attached another page			
Provide Address for each unit	Number of Rooms:	Number of Bedrooms:	Number of Floors:
Unit #1:			
Unit #2:			
Unit #3:			
Unit #4:			
Unit #5:			

ACKNOWLEDGMENT AND AUTHORIZATION	
The undersigned acknowledges that the information provided herein is accurate to the fullest extent of their knowledge.	
_____	_____
Property Owner Name	Date
_____	_____
Property Owner Signature	Title
_____	
_____	_____
Property Operator Name	Title
_____	_____
Property Operator Signature	Title

<b>INTERNAL USE ONLY</b>	Date Property Placed on Piqua Rental Registration:
Date of Scheduled Inspection:	