

Application for Residential Rental Permits

Quick Instructions: Complete this page and the next and mail or drop off to **Rental Permits, 15 South College Avenue, Oxford, OH 45056**. You must include payment and potentially a floor plan. See page 3 for more instructions about agent requirements, inspections, floor plans, and fees.

Owner Name _____	Owner Company _____	
Owner Mailing Address _____		
Owner City _____	Owner State _____	Owner Zip Code _____
Owner Phone Number ¹ : Home _____	Mobile _____	Work _____
Owner Email Address _____		
<p><i>As the owner of the property or properties listed on this application, I hereby authorize the person/entity listed below to serve as my agent in all matters regarding this property with the City of Oxford. I understand that my agent's decisions can result in legal action against me as owner. I certify that the property or properties listed on this application are in compliance with the Oxford Property Maintenance Code². I declare that all information contained in this application (and supporting documentation) is true to the best of my information, knowledge, and belief and that I will surrender my Residential Rental Permit if the property changes ownership before the expiration date of the permit.</i></p>		
Owner's Signature _____		Date _____

Same as Owner <input type="checkbox"/>		
Agent Name _____	Agent Company _____	
Agent Mailing Address _____		
Agent City _____	Agent State _____	Agent Zip Code _____
Agent Phone Number ³ : Home _____	Mobile _____	Work _____
Agent Email Address _____		
<p><i>I hereby agree to serve as agent for the owner regarding the property or properties listed on this application, and I accept the duties and responsibilities thereby created. I certify that the property or properties listed on this application are in compliance with the Oxford Property Maintenance Code².</i></p>		
Agent's Signature _____		Date _____

<p><i>As the owner and/or agent of the property or properties described herein, I (select one) do <input type="checkbox"/> do not <input type="checkbox"/> consent to a full inspection of the property or properties set forth in this application. I understand that if I have consented to a full inspection of the property, the City of Oxford and/or its code enforcement officials/agents will contact me directly at the phone number and/or email address listed in this application to schedule a time for the inspection to be completed. I understand that I have no legal obligation to consent to a full inspection of the property or properties, but if I do not consent to a full inspection, I understand that the City of Oxford's code enforcement official may, in accordance with Chapter 1305, Property Maintenance Code 310.2.2², appear before a judge of a court of competent jurisdiction to request an administrative search warrant to allow a full inspection of the property or properties.</i></p>		
Agent or Owner's Signature _____		Date _____

¹ You must provide at least one owner phone number.

² Access the Oxford Property Maintenance Code online at <http://cityofoxford.org/pmc>.

³ You must provide at least one agent phone number.

Rental Units

Enter the information for each rental unit, including unit number, if applicable. Refer to the footnotes for helpful information. Use the Additional Rental Units sheet if you own/manage more than 20 rental units.

Number	Address	Number of Bedrooms	Dwelling Type ⁴	Status ⁵
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

⁴ Dwelling Type: 1F (1-Family), 2F (2-Family), 3F (3-Family), MF (Multi-Family/4 or more units), FH (Fraternity), LH (Lodging House)

⁵ Status: N (New), R (Renewal), CO (Change of Ownership)

Instructions and Information

The City of Oxford Codified Ordinances Chapter 1305, Property Maintenance Code 310 defines the requirements for applications, permits, and agents.⁶ Complete an application for each owner. Complete the first two pages and mail or drop off to **Rental Permits, 15 South College Avenue, Oxford, OH 45056**. You must include payment and potentially a floor plan (see below). Call 513-524-5209 if you have any questions.

Agent

A property owner's agent shall be a permanent resident of Butler County, Ohio, or an adjoining county, or an entity operating a permanent office in Butler County, Ohio, or an adjoining county. Owners may act as their own agent if they live in Butler County, Ohio, or an adjoining county.⁷

Floor Plan

The City of Oxford requires a floor plan for every rental unit. The floor plan shall include the dimensions for all walls, rooms, doorways, stairwells and windows, and it shall include room labels (bedroom, kitchen, etc.). **A property owner or his agent is required to submit a new/updated floor plan with all new rental permit applications, any time there is a change of ownership of an existing rental property, and any time the floor plan of the property changes.**⁸

Inspections

Pursuant to Chapter 1305, Property Maintenance Code 310.2.2, no Residential Rental Permit will be issued, nor will any Residential Rental Permit be renewed, without a full or plain view inspection of the property by the code official or his agent(s). The City of Oxford's list of approved rental properties, which can be found on the City of Oxford's website, lists all rental properties in the City that have been issued permits. Further, because the safety of Oxford's residents is of the highest priority, the list of approved rental properties will designate which permits have been issued based on a full (interior and exterior) inspection of the property, and which permits have been issued based solely on a plain view inspection of the exterior of the property.

Fees

Initial Establishment

The following fees apply to new construction and expired rental permits.

Structure Type	First Unit Fee	Additional Unit Fees	Per Person Fees
One-, Two-, Three-Family, Multi-Family	\$110.00	\$30.00	Not applicable
Fraternity or Sorority House	\$330.00 for first 50 persons	Not applicable	\$15.00 for each additional person
Condominium	\$110.00	Not applicable	Not applicable

Annual Renewal & Ownership Transfer

The following fees apply to ongoing rental residences. You must renew rental permits annually.

Structure Type	First Unit Fee	Additional Unit Fees	Per Person Fees
One-, Two-, Three-Family, Multi-Family	\$55.00	\$30.00	Not applicable
Fraternity or Sorority House	\$330.00 for first 50 persons	Not Applicable	\$15.00 for each additional person
Lodging House	\$110.00	Not Applicable	Not applicable
Condominium	\$55.00	Not applicable	Not applicable

Late fees and re-inspection fees on opposite page

⁶ Access the Oxford Property Maintenance Code online at <http://cityofoxford.org/pmc>.

⁷ See Chapter 1305, Property Maintenance Code 310.4.

⁸ See Chapter 1305, Property Maintenance Code 310.2.1.

Late Fees

A late fee will apply to **each unit** if you do not renew the permit before the expiration date. After 30 days expired: \$10.00, after 60 days expired: \$20.00, after 90 days expired: \$30.00.

Re-inspection Fees

Charge for second re-inspection and each subsequent re-inspection. This charge also applies to second re-inspections due to “no show” by agent or owner.

Structure Type	First Unit Fee	Additional Unit Fees
One-, Two-, Three-Family, Multi-Family	\$75.00	\$10.00
Fraternity or Sorority House	\$75.00	Not Applicable
Lodging House	\$75.00	Not Applicable