

City of Aurora

PLANNING, ZONING & BUILDING DIVISION
129 W. Pioneer Trail
Aurora, Ohio 44202
330-562-9564 • 330-562-9719 FAX

October 1, 2020

Dear Property Owner,

Please be advised that effective March 17, 2020, any persons wishing to make a dwelling unit available for rent are required to register with the City of Aurora Planning, Zoning, and Building Division. On February 10, 2020 the Aurora City Council approved the Codified Ordinance 1319.01 RENTAL REGISTRATION. The purpose of the rental ordinance is to establish guidelines for the renting of a dwelling unit and allow for an efficient way to communicate important information to rental property owners and/or their designated agent.

Please fill out the rental registry application and provide payment as appropriate for the number of units owned, to the City of Aurora. Please note, you must complete the registration form and provide contact information. Each initial application for rental registration shall be accompanied by a non-refundable fee of twenty-five dollars (\$25) for each rental unit, not to exceed one thousand dollars (\$1,000). All structure/unit registrations shall be renewed every two years by December 31 of each subsequent year thereafter.

Please see attached the Rental Registration Application and a copy of Codified Ordinance 1319.01 RENTAL REGISTRY. If you should have any questions regarding this registry, please contact me at (330) 562-9564 or by email at januskad@auroraoh.com.

Sincerely,



Denise Januska, AICP
Director, Planning, Zoning & Building Division

1319.01 RENTAL REGISTRATION

- (a) Purpose. The purpose of this Section 1319.01 and related Sections of this Chapter is to establish guidelines for a mandatory rental unit registration program. Each owner of a rental unit within the city shall register each such rental unit with the City of Aurora Planning, Zoning and Building Division pursuant to the provisions of this chapter.
- (b) Definitions. As used in this chapter,
- (1) "Non-owner occupied structure/unit" means any residential structure or dwelling unit which is not physically occupied by the owner of record. This does not apply to vacant structures.
 - (2) "Dwelling unit" means a single unit providing complete independent living facilities for one or more persons.
 - (3) "Rental" means any structure/unit which is or will be occupied for 30 days or more by someone other than the owner.
- (c) Registration Requirements.
- (1) All non-owner occupied structures/units shall be registered with the City of Aurora Planning, Zoning and Building Department on a form provided by the city for such purpose.
 - (2) All existing non-owner occupied structures/units shall be initially registered with the city of Aurora Planning, Zoning and Building Department by December 31, 2019.
 - (3) Each new owner of a rental structure/unit within the city shall make application for registration with the designated city official within 30 days of acquisition. Each initial application for rental registration shall be accompanied by a non-refundable fee of twenty-five dollars (\$25) for each rental unit, not to exceed one-thousand dollars (\$1,000).
 - (4) All non-owner occupied structure/unit registrations shall be renewed every two years by December 31 of each subsequent year thereafter. The application renewal fee shall be twenty-five dollars (\$25) per rental unit, not to exceed one thousand dollars (\$1,000).
 - (5) All new non-owner occupied structures/units shall be registered with the city before they shall be permitted to be occupied.
 - (6) These requirements apply regardless of whether any form of payment is or is not tendered.
- (d) Penalty. Whoever violates or fails to comply with any of the provisions of this chapter is guilty of a minor misdemeanor pursuant to Section 165 of the Aurora Codified Ordinances.



Date Received	_____
Permit #	_____
Parcel No.	_____
Zoning	_____
OFFICE USE ONLY	

RENTAL REGISTRTAION APPLICATION

Pursuant to Section 1319.01 any rental dwelling registration must be secured by DECEMBER 31, 2020. Each new owner of a rental structure/unit within the city shall make application for registration within 30 days of acquisition. All registrations shall be renewed every two years by December 31 of each subsequent year thereafter.

Mandatory – Please complete this registration form for each residential property address. Applications will not be accepted if all information is not completed

Check one of the following that applies:		
<input type="checkbox"/> New rental registration	<input type="checkbox"/> Renewal	<input type="checkbox"/> Other
<input type="checkbox"/> Change in owner	<input type="checkbox"/> Change in contact	
<input type="checkbox"/> Change from owner to rental tenant occupancy		

RENTAL PROPERTY LOCATION: _____
FEE: **\$25.00 per unit to a maximum of \$1,000.00**
TOTAL NUMBER OF DWELLING UNITS: _____ Fee Total: _____

NATURE AND EXTENT OF APPLICANT’S INTEREST IN PROPERTY: Owner, Manager, Other (CIRCLE ONE):
ADDRESS: _____
HOME PHONE: _____ CELL PHONE: _____
EMAIL ADDRESS: _____

IF THE PROPERTY IS OWNED BY A TRUST, BUSINESS TRUST, ESTATE, PARTNERSHIP, LIMITED PARTNERSHIP, LLC, ASSOCIATION, CORPORATION, OR ANY OTHER BUSINESS ENTITY, PLEASE DISCLOSE THE NAME OF THE AGENT
Name: _____ Title: _____

AGENT IN CHARGE OF PROPERTY – ALL PROPERTIES MUST HAVE AN AGENT AVAILBLE 24 HOURS
AGENT IN CHARGE NAME: _____
ADDRESS: _____ PHONE #: _____
AFTER HOURS CONTACT: _____ EMAIL ADDRESS: _____

The applicant hereby certifies that he / she is the applicant named above and that he / she is authorized by the owner(s) to operate the building above described in compliance with the City of Aurora Rental Registration Code Section 1319.01 and with all laws, ordinances, rules, and regulations applicable.

Date: _____ Signature of Applicant: _____

The City of Aurora accepts CASH OR CHECK payments. Check made payable to City of Aurora.
Please contact the Building Department at (330) 526- 9564 for further information.