



DEPARTMENT OF PLANNING & DEVELOPMENT

126 W 6th Street

East Liverpool, OH 43920

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ATTENTION ALL LANDLORDS EXPIRATION DATES ARE CHANGING!

Beginning January 1, 2020, the expiration dates for rental licenses are changing. This change is being made to make it easier for landlords to remember their due date. **The expiration date will now be determined by the first letter of your last name OR the first letter of your business name and will expire on the last day of that month.** The schedule is as follows: **January A-B, February-C, March-D, April-E-F, May-G-H, June-I-L, July-M, August-N-P, September-R, October-S, November-T-V, December-W-Z.** Reminder post-cards will no longer be issued with this new expiration schedule. You can also find us on Facebook, where the expiration schedule will be posted as well. If you would like to be reminded to renew your rental license, please provide us with an email address. As per **Codified Ordinance 1337A.09** "Should the rental housing permit holder fail to timely renew the rental housing permit then a late penalty of \$5.00 per day shall be assessed until the rental housing permit is renewed and shall be paid in order to renew the rental housing permit. Timely renewal of the rental housing permit shall be defined as the renewal of the original before it expires." (Ord. 13, 2016. Passed 3-7-16.) Also, please notify us if you have any changes to your mailing address, phone number, etc.

Rental license fees are remaining the same. You are still required to provide and maintain fire and casualty insurance with the City of East Liverpool listed as **Certificate Holder** on the policy. When we are listed as Certificate Holder, your insurance declaration page is automatically sent to us. As per **Codified Ordinance 1337.10 (1)** "the license applicant shall have and maintain fire and casualty insurance coverage for each unit for the period that the license is in effect. Any lapse in coverage shall result in an automatic revocation of the license, (2) Proof of fire and casualty insurance and/or certificates of insurance for each unit must be presented annually when the license fee is paid. The City of East Liverpool shall be listed as a certificate holder. Failure to comply will result in a daily \$50.00 fine until in compliance." (Ord. 67, 2014. Passed 11-3-14.)

When renewing your rental license, an inspection of the property will be required if it has been longer than five (5) years since the last inspection was performed. **Codified Ordinance 1337.04 (c)** "It shall be the duty of the Housing Inspector to: (1) Cause periodic inspections to be made not less than once every five years, of all premises within the scope of applicable housing standards." Failure to schedule an inspection could result in suspension or revocation of a rental license. Please contact our office with any questions you may have. Sincerely,

The City of East Liverpool Planning & Housing Department