



VILLAGE of
LEETONIA

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Zoning/Building Office
300 E. Main St. Leetonia Ohio 44431
Phone (330) 427-6721 Fax (330) 427-8088
Email : zoning@leetonia.org

Dear Property Owner –

The Village of Leetonia Ordinance 18-2622 requires **ALL** rental units regardless of rentability to be registered on or by May 15th of every year and sets forth regulations for rental properties in the Village of Leetonia, State of Ohio.

Each **new or renewal** registration shall be valid for one (1) year and shall expire on May 15th of each year. The non-refundable fee for registration is twenty **(\$20.00)** dollars per unit if paid on or before **May 15, 2023**.

Registration is not assignable or transferable, therefore each **new owner** of a rental unit shall make application and submit a non-refundable fee of twenty (\$20.00) dollars per unit within thirty (30) days after acquiring ownership.

If a new or renewal application and non-refundable registration fee is received after May 15, 2023, the registration fee will be fifty (\$50.00) per unit and after sixty (60) days a citation to Municipal Court, Lisbon Ohio shall be issued to the property owner.

Please take a moment to complete the attached registration form. It is required that a registration form be completed for each unit. **PLEASE DO NOT WRITE (SAME) ON REQUIRED LINES EVEN IF THERE HAVE BEEN NO CHANGES.**

If the unit is unrentable because it is being remodeled, a family member is living there and is not paying rent, or for some other valid reason, the owner/agent must submit a letter stating such.

Rental properties may be subject to inspection by the designated village official in accordance with Ordinance 18-2622. Ordinance 18-2622 can be viewed at www.leetonia.org or at the office of the Leetonia Fiscal Officer, Village Hall, 300 E. Main Street, Leetonia, Ohio 44431.

Please submit the Rental Property Registration form(s), along with a non-refundable fee of \$20.00 (per unit) to:

Village of Leetonia
Zoning/Building Office
330 E. Main Street
Leetonia, Ohio 44431

Thank you for your compliance,

Tina Schneider

Tina Schneider, Zoning Inspector



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2023 - RENTAL PROPERTY REGISTRATION FORM

A. Property Information:

Rental Property Address: _____

Parcel's Tax ID #: _____

Property Type: Residential (Single Family) Residential Multi-Family (list number of units) _____
Commercial Industrial

Utilities: Water: On Off Electricity: On Off Heat: On Off

Has the property had a tenant change in the past 6 months: Yes No

B. Property Owner:

Name: _____

Address: _____, City _____, State _____, Zip _____

Phone #: _____ Cell Phone #: _____

Emergency Phone # _____ Email Address: _____

F.I.D. (If Business): _____

If outside the state, please provide the following:

Partnership Name(s): _____

Mailing Address(es) _____

Contact Phone Number(s): _____

If designated agent, please provide the following:

Partnership Name(s): _____

Mailing Address(es) _____

Contact Phone Number(s): _____

2023 - RENTAL PROPERTY REGISTRATION FORM Cont..

C. Property Manager Information:

Company or Individual Name: _____

Contact Name (if a business): _____

Phone Number #: _____ Emergency #: _____

Email Address: _____

D. Tenant Information:

Primary Tenant's Name: _____

Primary Tenant's Phone #: _____

List of Tenant's (18 years or older): _____

Trash (refuge) provider: _____

Total number of occupants living in the rental: _____

Landlord Signature: _____ Date _____

Print Name _____



OFFICE USE ONLY

Date Paid: _____ Cash Check# _____

Rental Approval - Zoning Building/Housing: _____ Date: _____