

EXHIBIT A

CHAPTER Transient Rental Property

- .01 Purpose.
- .02 Transient rental registration certificate.
- .03 Limitation of Transient Rental Properties
- .04 Fees.
- .05 Owner responsibilities.
- .06 Inspection.
- .07 Nuisance.
- .08 Change of ownership or control.
- .09 Hearing and appeals.
- .10 Severability.
- .11 Enforcement.
- .12 Notice of violations.
- .13 Rules and Guidelines
- .98 Definitions.
- .99 Penalty; legal action.

.01 PURPOSE.

The purpose and intent of this Chapter is to regulate and ensure the peace, health, safety, and wellness of the public, including the Owners, Transient Guests, and neighboring property owners or occupants of any Transient Rental Property; to ensure the continued vibrancy, character, and charm of the Village of Put-in-Bay as a community; to protect and preserve the quality, character, and tranquility of residential neighborhoods; to protect property values, and to preserve the availability of affordable housing stock for permanent residents of the Village of Put-in-Bay.

.02 TRANSIENT RENTAL REGISTRATION CERTIFICATE.

(a) **Effective May 15, 2025**, the Transient Rental Property Registration System for the Village of Put-in-Bay that requires an Owner of Transient Rental Property to register with the Village on an annual basis each and every individual Transient Rental Property in the Village, is hereby created **and open**.

- (1) **Transient Rental applications, including payment of registration fees shall be due not later than January 1, 2026.**
- (2) All Transient Rental Property must be in full compliance at all times with all applicable provisions of the Codified Ordinances of the Village of Put-in-Bay
- (3) No Owner of a Transient Rental Property shall allow a Transient Rental Property to be used, advertised, promoted, offered, listed or made available for use to Transient Guests if the Transient Rental Registration Certificate, or Renewal Transient Rental Registration Certificate (as the case may be) has been suspended, revoked, or denied, nor shall an Owner display a Transient Rental Registration Certificate, or Renewal Transient Rental Registration Certificate (as the case may be) that has expired or been suspended, revoked, denied, altered, or defaced.
- (4) No person shall make a Transient Rental Property available for use by Transient Guests if such Transient Rental Property is in violation of any applicable provision of the Village of Put-in-Bay's building code and/or zoning regulations.

(c) Issuance.

- (1) The Application for a Transient Rental Registration Certificate or Renewal Transient Rental Registration Certificate required by this Chapter shall be made by an Owner by providing the information required on the Application supplied by the Department and agreeing to comply with all requirements of this Chapter. All Applications may be submitted at any time, subject to the limitations and restrictions set forth in Section .03.
- (2) A Transient Rental Registration Certificate or Renewal Transient Rental Registration Certificate shall not be issued to an Owner unless the Owner or an Authorized Representative can arrive at and access the Transient Rental Property within **twenty-four hours (24)**. (provided the ferry boat is running). The Owner or Authorized Representative must be available by phone **AT ALL TIMES** when the Transient Rental Property is rented.
- (3) Upon submission of the Application (or renewal Application) **and registration fees**, the Owner shall be responsible for having a Safety Inspection completed, in accordance with Section .06 of these Codified Ordinances.
- (4) No Transient Rental Registration Certificate shall be issued or renewed until the Owner has a Safety Inspection of the Residential Premises completed and it is determined that the

Residential Premises complies with all applicable building, and safety codes and the requirements of this Chapter.

- (5) After the Safety Inspection is completed and the Residential Premises is found to be in full compliance with all applicable building, health, and safety codes, the Department shall issue or renew a Transient Rental Registration Certificate for such Residential Premises which shall contain the following information:
 - A. The name, email address, and telephone number of the Owner or Authorized Representative responsible for maintenance of the Transient Rental Property and ensuring compliance with this Chapter;
 - B. The address of the Transient Rental Property;
 - C. The expiration date of the Transient Rental Registration Certificate or Renewal Transient Rental Registration Certificate (as the case may be); and
 - D. The maximum occupancy of the Transient Rental Property, which shall be limited to four (4) per Residential Premises plus two (2) per bedroom.
- (6) Upon obtaining a Transient Rental Registration Certificate or Renewal Transient Rental Registration Certificate, the Owner shall comply with the provisions of this Chapter.

(d) Revocation or Lapse. The Department **shall send a notice of revocation** to revoke a Transient Rental Registration Certificate, or Renewal Transient Rental Registration Certificate for any of the following:

- (1) The Owner provides any material misrepresentation of fact on the Application;
- (2) The Transient Rental Registration Certificate, or Renewal Transient Rental Registration Certificate is not timely renewed; **A thirty (30)-day grace period may be granted for renewals for good cause shown.**
- (3) Noncompliance with the requirements of this Chapter;
- (4) Failure to correct any deficiency identified in the Safety Inspection Report within **forty-five (45) days** of the date the Safety Inspection Report is issued;
- (5) Upon a determination by a Court of competent jurisdiction that the Transient Rental Property has become a nuisance as further defined in Section .07 of the Codified Ordinances or other controlling Ohio law.

Notwithstanding any contrary provision of this Chapter, any, Transient Rental Registration Certificate that expires, is revoked, or becomes invalid for any reason is not assignable nor renewable and shall be considered a new Transient Rental Property for which a new Application is required for all purposes under this Chapter.

(e) Limitations on Assignment. Except as otherwise provided in Section .08, a Transient Rental Registration Certificate may not be sold, transferred, or assigned to any property other than the Transient Rental Property for which it was issued.

(f) A Transient Rental Registration Certificate or Renewal Transient Rental Registration Certificate issued pursuant to this Chapter shall be valid from the date of issuance and shall expire on December 31 of each calendar year or unless and until such certificate expires, lapses, or is revoked in accordance with Section .02(d) of the Codified Ordinance.

.03 LIMITATIONS ON TRANSIENT RENTAL PROPERTIES.

(a) Any Transient Rental Property which has a Transient Rental Registration Certificate or Renewal Transient Rental Registration Certificate that has received a notice of revocation shall be fined \$500.00 for a first offense, \$1,500.00 for a second offense, and have thirty (30) days to correct any non-compliance issues as delineated in the notice of revocation. Any Transient Rental Property which receives a notice of revocation for a third offense shall be subject to possible penalties set forth in section .99 entitled “Penalties; Legal Action” and review by the Council for the Village of Put-in-Bay (or Transient Rental Board if created) to determine whether the Transient Rental Registration Certificate or Renewal Certificate in question shall be revoked for a period of one (1) year from the date of revocation unless a change in ownership or control of the Residential Premises has occurred, as determined by the Council for the Village of Put-in-Bay (or Transient Rental Board if created) in its reasonable discretion. Any revocation of a Certificate shall require a 2/3 (two-thirds) vote of the quorum present at the meeting.

.04 FEES.

An annual fee of \$500.00 shall be submitted for an initial or renewal Transient Rental Registration Certificate.

.05 OWNER RESPONSIBILITIES.

In addition to general requirements that all Transient Rental Property be in full compliance with all applicable laws, statutes, regulations, and ordinances, the following additional responsibilities are applicable to an Owner of Transient Rental Property:

(a) The Owner of every Transient Rental Property shall be responsible for the maintenance thereof in good repair and in a safe and sanitary condition in compliance with the applicable requirements established by the Village administratively.

(b) The Owner or Authorized Representative shall be required to be physically present in person at the Transient Rental Property, or available by phone if Owner or Authorized Representative is off the Island, within **twenty-four (24) hours** of any notification by a member of law enforcement or the fire department or emergency assistance of any kind relating to a Call for Service to the Transient Rental Property.

(c) The Owner shall provide proof of procurement and maintenance of general liability and premises liability insurance for the Transient Rental Property as may be periodically requested by the Department, which insurance(s) shall meet all of the following requirements:

- (1) Provide coverage of not less than five hundred thousand dollars (\$500,000.00).
- (2) Provide notice of cancellation of insurance to the Department at least ten (10) days prior to cancellation.

Failure to maintain insurance required by this Section shall result in a **Notice of Revocation** being issued of the Transient Rental Registration Certificate or Renewal Transient Rental Registration Certificate (as the case may be).

(d) The Owner of every Transient Rental Property shall provide one (1) parking space for every two (2) bedrooms or a minimum of (2) parking spaces outside of the Village right of way.

.06 INSPECTIONS.

(a) License Issuance and Renewal Inspections:

(1) Prior to issuing a new or Renewal Transient Rental Registration Certificate, or in the event of the transfer and assignment of a valid a Transient Rental Registration Certificate, the Owner shall be responsible for having a Safety Inspection of the Residential Premises completed by an Ohio Licensed Home Inspector between September 1st and December 31st of the year prior to apply for a new Transient Rental Certificate or Renewal Transient Rental Certificate. Safety Inspections shall consist of the following and shall be compliant with the Ohio Basic Building code (OBBC):

- A. Check for and test smoke detectors and carbon monoxide detectors; (For propane heat)
- B. Check electrical and GFCI; **(no open blanks)**
- C. Check all light fixtures at all stairways and exterior doors; **(no broken glass)**
- D. Check furnace and water heaters; **(temperature not to exceed 125 degrees)**
- E. Check for leaking water, gas and waste lines; **(use sniffer & other means)**
- F. Check for building code compliance, including necessary handrails; **(bedroom windows working)**
- G. Check for presence of accessible dry chemical fire extinguishers of a minimum 5-lb. ABC class;

H. Determine maximum occupancy for overnight Transient Guests which shall be limited to:

1. Two (2) persons per Residential Premises plus;
2. Two (2) persons per bedroom.
3. All areas of a Residential Premises designated as bedroom space shall be used predominantly for sleeping, have a minimum of one or more beds of a size and number equal to the expected occupants, and two (2) separate means of accessible ingress and egress.

(2) **A safety inspection is required once every other year** and the Department shall maintain a copy of the Safety Inspection Report for each Transient Rental Property for a period of three (3) years. Copies of all reports of Safety Inspections shall be made available to the public in accordance with Section 149.43 of the Ohio Revised Code.

(b) Violations enumerated in the Inspection Report shall be abated by the Owner of the Transient Rental Property within forty-five (45) days from the date of the Inspection Report. A reinspection shall be required to verify that the violations have been corrected. Applicants may appeal to the Council for the Village of Put-in-Bay (or Transient Rental Board if created) for more time to abate infractions for good cause shown.

(c) Failure to correct any violations contained within the Inspection Report within **forty-five (45)** days from the date of the Inspection Report (**unless more time is granted by the Council for the Village of Put-in-Bay or Transient Rental Board if created**) shall constitute a violation of this chapter and **may result in a notice of revocation being issued** of a Transient Rental Registration Certificate or Renewal Transient Registration Certificate (as the case may be) and/or penalties or other legal action in accordance with Section .99.

(d) Upon display of the proper credentials, any member of the Department, law enforcement, fire department, emergency assistance, or public health official shall be permitted to inspect the Transient Rental Property to ensure compliance with this Chapter.

(1) In the event access to Transient Rental Property is refused, an officer or employee of the entity requesting to inspect the Transient Rental Property may, with the assistance of the Village Solicitor, obtain an administrative warrant from a court of competent jurisdiction in order to gain access to the property.

(2) In the event an administrative warrant cannot be obtained, then the inspection shall include only those items which can be inspected by lawful means. This chapter shall not be construed to require an Owner, Authorized Representative, or occupant to consent to a warrantless inspection of private property.

.07 NUISANCE.

The operation of Transient Rental Property may be found to constitute a public nuisance upon a determination by the Department or a court of competent jurisdiction that any of the following apply:

- (a) The Transient Rental Property has been the site of a repeated criminal activity involving prostitution, felony drug possession, gang activity, or acts of violence as such terms are defined in Chapter 29 of the Ohio Revised Code.
- (b) The Transient Rental Property is a nuisance as that is defined under Section 3767.01 of the Ohio Revised Code.
- (c) The Transient Rental Property has had in excess of three (3) Calls for Service **to Law Enforcement** within any consecutive twelve (12) month period. **Calls for Fire or EMS assistance are excluded for purposes of this section.**
- (d) The Transient Rental Property has a documented history of repeated conduct that endangers neighborhood safety.

.08 CHANGE OF OWNERSHIP OR CONTROL.

- (a) Any person selling or otherwise relinquishing ownership or control of a Transient Rental Property, including an Authorized Representative or Owner, shall notify the Department of the proposed effective date of the change in ownership or control and provide the name, address email address, and telephone number of the new Authorized Representative or Owner and if applicable the date ownership changed.
- (b) Transient Rental Registration Certificates are non-transferrable. An owner acquiring a Transient Rental Property who intends to rent the property in accordance with this Chapter must apply for a Transient Rental Registration Certificate and meet all requirements under this Chapter as if the new owner is a new applicant.

.09 HEARING AND APPEALS.

Subject to Section .03, any person who has been denied, or refused a Transient Rental Registration Certificate or renewal thereof, may appeal such decision to the Council for the Village of Put-in-Bay **(or Transient Rental Board if created)**. An appeal must be submitted in writing within fourteen (14) days of the date of decision.

Upon receipt of a timely filed appeal requesting a hearing, Council shall hold a hearing within thirty (30) days. Council shall render a decision within fourteen (14) days from the date of the hearing. Should a timely filed appeal not request a hearing, Council shall review the appeal and render a decision within thirty (30) days of receipt of the appeal.

By a majority vote of a quorum, Council may uphold, overturn, or modify any decision appealed under this section. Council shall have the authority to impose any conditions deemed appropriate.

.10 SEVERABILITY.

The provisions of these regulations shall be severable and should any section or provision of these regulations be declared by a court of competent jurisdiction to be unconstitutional or invalid, such decision shall not affect the validity of the regulations as a whole, or any part thereof other than the part so declared to be unconstitutional or invalid.

.11 ENFORCEMENT.

No person shall violate any provision of this chapter or any rule or regulation promulgated thereunder or fail to comply therewith or with any written notice or written order issued thereunder by the Department.

.12 NOTICE OF VIOLATIONS.

(a) Upon discovery of a violation of this Chapter, the Department shall issue a written notice of the violation to the Owner.

(b) The notice required in this Section shall be delivered by one or more of the following methods:

- (1) Certified mail delivery (return receipt requested), which shall be deemed effective as of the date of receipt identified on the return receipt or as noted by the U.S. Postal Service;
- (2) Courier service, which shall be deemed effective as of the date of receipt as identified by the courier service;
- (3) Hand or personal delivery, which shall be effective when delivered to an adult at the Owner's address;
- (4) Facsimile delivery, which shall be is effective when the facsimile transmission has been transmitted to the facsimile number provided for that purpose and the Department has received confirmation of the facsimile transmission;
- (5) Electronic mail delivery is effective when the electronic mail has been sent to the Owner's electronic mail address without notice of rejection of message.

(c) It is not a defense to any subsequent enforcement action that the notice provided by the Department was not actually delivered to the Owner provided that one of the methods of delivery set forth in Section .12 was attempted in good faith by the Department but was not accomplished through no fault of the Department.

.13 RULES AND GUIDELINES.

As necessary, and consistent with this Chapter, the Mayor shall develop rules and guidelines to ensure the efficient implementation of this Chapter.

.98 DEFINITIONS.

As used in this chapter:

(a) "Authorized Representative" means any individual, person, firm, partnership, corporation or company, other than an Owner, acting on behalf of an Owner of a Transient Rental Property responsible for ensuring compliance with all provisions of this Chapter and registered as the Owner's Authorized Representative with the Department.

(1) For purposes of this Chapter, actions taken by an Authorized Representative acting on behalf of the Owner shall have the same legal force and effect as if such acts were taken by the Owner.

(2) No Owner shall be absolved of individual liability solely on the basis that acts were taken by an Authorized Representative and not the Owner.

(b) "Application" means the submission of all information required by this Chapter, and payment of the required fees, for registering: (i) a Residential Premises as new Transient Rental Property to obtain a Transient Rental Registration Certificate; or (ii) to obtain a Renewal Transient Rental Registration Certificate. For avoidance of doubt, a new Transient Rental Property shall be considered a Transient Rental Property for which the Owner of has failed to maintain a valid or renewable Transient Rental Registration Certificate.

(c) "Calls for Service" means those to law enforcement, when those calls result in a representative of a law enforcement agency being dispatched or directed to the Residential Premises and; Alleged criminal activity, including, but not limited to, disturbance of the peace that results in an arrest, charge or citation of persons occupying or on the premises of a Transient Rental Property; or

(1) Result in a reasonable finding by the Department, after review of relevant police, reports, of an imminent threat to safety of person(s) or property as a result of activities occurring on a Transient Rental Property.

(d) "Department" shall mean and refer to the Zoning Department of the Village of Put-in-Bay.

(e) "Inspection Report" means the report issued by the Licensed Home Inspector containing the results of the Safety Inspection.

(f) "Safety Inspection" means that inspection performed by the Licensed Home Inspector prior to issuing or renewing a Transient Rental Registration Certificate.

(g) "Owner" means an individual, corporation, firm, partnership, association, organization, or any other person or entity (jointly or in combination) who has legal title to a Residential Premises. For purpose of this Chapter, an Owner includes anyone possessing a fee simple interest, vendee interest in a land contract, an estate for life or for years, in the Residential Premises including through a trust instrument or other conveyance of real property, or otherwise entitled to have legal or equitable title to real property registered in accordance with Sections 5309.05 or 5309.42 of the Ohio Revised Code.

(h) "Renewal Transient Rental Registration Certificate" means the Transient Rental Registration Certificate issued to a Residential Premises that was previously identified as a Transient Rental Property if the Application is approved prior to the date of expiration identified on the Transient Rental Registration Certificate.

(i) "Residential Premises" means any building or structure, or the part of a building or structure that is used or intended to be used as a home, residence, or sleeping place by one (1) or more persons and any adjacent or attached structures, grounds, areas, and facilities for the use of occupants generally or the use of which is promised an occupant, including Transient Guests.

(j) "Transient Guests" means persons, who in exchange for money or other financial compensation, occupy a, Residential Premises or other property used for sleeping accommodations for less than thirty (30) consecutive days.

(k) "Transient Rental Registration Certificate" means the certificate issued with respect to a Transient Rental Property evidencing compliance with the requirements of this Chapter.

(l) "Transient Rental Property" means any Residential Premises, or part thereof, being utilized or otherwise made available to a Transient Guest within the Village.

.99 PENALTY; LEGAL ACTION.

(a) Except as otherwise expressly provided for elsewhere under the Codified Ordinance or the Ohio Revised Code, any Transient Rental Property that receives a third or more notice of revocation shall be guilty of a first-degree misdemeanor and subject to a fine of up to one thousand dollars (\$1000.00) and/or a maximum imprisonment term of six (6) months or both. Each day that such violation exists may constitute a separate and distinct offense. Multiple violations can occur during a single guest stay and may be noticed and heard in a single action.

(b) The imposition of any penalty as provided for in this chapter shall not preclude the Village Solicitor from instituting an appropriate action or proceeding in a court of proper jurisdiction to prevent an unlawful use of property, require repair or maintenance, restrain, correct or abate a violation, prevent the occupancy of a Residential Premises, revoke a Transient s Registration Certificate, or to require compliance with the provisions of this chapter or other applicable laws, ordinances, rules or regulations.

**VILLAGE OF PUT-IN-BAY TRANSIENT RENTAL REGISTRATION
2026 REGISTRATION FORM AND APPLICATION FORM**

1. Applicants are advised to review the Village Ordinance 1485-25 and Amendment requirements that affect transient rental operations. The Village Council deems it necessary to regulate and ensure the peace, health, safety and wellness of the public including the transient guests and neighboring property owners or occupants of any transient rental property.

Village Council has set standards that address public safety issues while providing a revenue source to offset costs related to public safety and zoning enforcement effort.

2. BEGINNING SEPTEMBER 1, 2025, The Registration and Application process will begin.
3. The Registration form & and a non-refundable fee is \$500.00 payable to the Village of Put-in-Bay and sent to: P.O. Box 245 Put-in-Bay, Ohio 43456. The cost of the Home Inspection will be paid by the owner to Vendor and upon successful completion of requirements, all required forms should be submitted to: Village Put-in-Bay, at same address. Or you may email to: pibmc@villageofpib.com.
4. The Registration form must include the Parcel number of the Rental Unit and address. The Parcel number can be found at the Ottawa County Auditor's website:

www.ottawacountyauditor.org

5. Upon paying the Registration fee and then submitting the required successfully completed documents, you will be issued a Transient Rental Certificate which will be valid until December 31st of the calendar year in which the Certificate is issued. You will only be issued the certificate when the Home Inspection is complete and any infractions are corrected and reinspected. Transient Rental applications, including payment of registration fees shall be due no later than January 1, 2026.
6. Owner/representative is responsible to renew certificate(s) annually in **advance of the expiration date of the certificate.**
7. If you have any questions, you may call the Village Put-in-Bay, 419-285-2443 for Karen Goaziou, Clerk /Planning Commission or email questions/concerns to: pibmc@villageofpib.com. If she is not at her desk, please leave a message including return phone number and name and she will respond in a timely manner

VILLAGE OF PUT-IN-BAY TRANSIENT RENTAL REGISTRATION

Application Requirements:

PLEASE INCLUDE NAME/ADDRESS/PARACEL NUMBER on all Required Submitted forms

Make sure you have everything you need for the application when you apply!

1. Proof of Insurance
The owner shall provide proof of procurement and maintenance of general liability and premises liability insurance for the Transient Rental Property. Provide coverage of not less than five hundred thousand dollars (\$500,000.00). Provide notice of cancellation of insurance to the Department at least ten (10) days prior to cancellation.
2. The Registration form and Application will require the Name, Address, Phone Number and email of the Owner. If there is a Property Manager, their Name, Address, Phone number and email must be submitted.
3. The Owner or Authorized Representative shall be required to be physically present in person at the Transient Rental property, or available by phone twenty-four (24) hours per day seven (7) days a week if Owner or Authorized Representative is off the Island, within 24 hours of any notification by a member of law enforcement or the fire department or emergency assistance of any kind relating to a Call for Service to the Transient Rental Property.
4. Proof of Registration with Ottawa County for Lodging Tax. <https://lata.localgov.org>, select "Financial" and then select "Lodging Tax", and follow the instructions provided.
5. Proof of Registration with State of Ohio for Resort Tax. <https://tax.ohio.00v/individualiciet-a-formTop> bar click on FORMS, then Tax Type click on All, then scroll to Resort and click on FORM TITLE OR NUMBER, Type: RA 1. You can fill form out online or scan it, fill out and mail back to State of Ohio
or
call Ohio Resort & Tourism Tax: 888-405-4039 for: Form RA 1

Please note that it may take up to 4 weeks for you to receive the certificate and number from the County and State. You should start this process as soon as possible so you will be able to send copies with your application.

VILLAGE OF PUT-IN-BAY TRANSIENT RENTAL REGISTRATION

6. The maximum occupancy for overnight Transient Guests shall be limited to:
 - a. Two (2) persons per Residential Premises plus; two (2) persons per bedroom.
 - b. All areas of a Residential Premises designated as bedroom space shall be used predominately for sleeping, have a minimum of one or more beds of a size and number equal to the expected occupants and two (2) separate ingress and egress
7. There is a REQUIRED Home Inspection that must be completed by a licensed Home Inspector who has a current Village of Put-in-Bay Business License. This form is available online at Village of Put-in-Bay's website. All Home Inspectors MUST use the Village of Put-in-Bay's Transient Rental Inspection form. Any noncompliant (failed) portion of the inspection must be corrected within 45 days and a reinspection with proof of correction must be submitted to the Village of Put-in-Bay before a Transient Rental Certificate will be Issued.
8. The Transient Rental Certificate must be displayed where any member of the Department, law enforcement, fire department, emergency assistance or public health official can see who is responsible for the Rental and the Maximum Occupancy of the Rental. In the event access to the Transient Rental Property is refused, an officer or employee of the entity requesting to inspect the Transient Rental Property may, with the assistance of the Village Solicitor, obtain an administrative warrant from a court of competent jurisdiction in order to gain access to the property. In the event an administrative warrant cannot be obtained, then the inspection shall include only those items which can be inspected by lawful means. This chapter of the Ordinance shall not be construed to require the Owner, Authorized Representative or occupant to consent to a warrantless inspection of private property.
9. Please refer to the Village of Put-in-Bay Ordinance 1485-2025 for all rules and regulations for the Transient Rental Program. The Ordinance may be found on the Village of Put-in-Bay's website. All sections should be read prior to Submitting Application with documents needed. Included in this Ordinance is a description of what must be done when there is a change of ownership of a Rental. Also included are the Owner Responsibilities and necessary steps to be taken for failure of compliance for any regulations of the Ordinance. Nuisance rules and regulations, Hearings and appeals, Severability, enforcement, Notice of Violation, Definitions and Penalty: legal action can be found under each specific Chapter

Transient Rental Property owners that rent golf carts used for the transportation of persons or property, to their renters must register for an annual vehicle license permit.

VILLAGE OF PUT-IN-BAY TRANSIENT RENTAL REGISTRATION

DATE: _____

NEW APPLICATION _____ **RENEWAL APPLICATION** _____

CERTIFICATE# _____ **EXPIRATION** _____ **CERTIFICATE#** _____ **EXPIRATION** _____

SECTION A:

RENTAL PROPERTY ADDRESS: _____ **# of Bedrooms** _____

PARCEL NUMBER: _____

NAME OF RENTAL (IF APPLICABLE) _____

SECTION B: PROPERTY OWNER/CORPORATION Information

Date _____ **OWNER/CORPORATION** _____

PHONE: _____ **EMAIL** _____ **FAX** _____

MAILING ADDRESS: _____

SECTION C: AUTHORIZED REPRESENTATIVE Pursuant to Ord. 1485-2025 OWNER RESPONSIBILITIES (b): The Property Owner or Property Manager must be a 24/7 contact. See Application Requirements (5).

Authorized Representative Name & Title _____

PHONE: _____ **EMAIL** _____ **FAX** _____

Company Name _____ **Email** _____ **FAX** _____

Mailing Address _____ **City** _____ **State** _____ **Zip Code** _____

Please include a copy of the Driver's license of OWNER

Owners/Authorized Representative Signature _____

\$500.00 FEE ENCLOSED _____ **Date** _____

TRANSIENT RENTAL DEPARTMENT USE ONLY:

Date Received _____ **Rec'd by** _____

\$500.00 Fee included/Method of Payment _____

APPLICATION COMPLETED/RECEIVED:

PROOF OF INSURANCE _____ REGISTRATION WITH COUNTY _____

REGISTRATION WITH STATE _____

HOME INSPECTION _____

COMMENTS: _____

VILLAGE OF PUT-IN-BAY TRANSIENT RENTAL INSPECTION REPORT

Annual Inspection NEW ____ Annual Renewal ____ Re-Inspection ____

Section A. Property Owner Information

Owner/Rep Name: _____

Phone: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

1. Rental Property Address _____ MUST BE FROM ROAD

Parcel No: _____

Section B. Inspection Checklist: Must be compliant with Ohio Basic Building Code (OBC)

Inspection Item	Pass	Fail	Notes
Electrical Receptacles	_____	_____	Working Condition
Smoke Detectors & CO Detectors (propane only)	_____	_____	Test of Units, Each Floor; Outside of bedrooms
Wiring	_____	_____	Check for improper wiring
Electrical Panel	_____	_____	Panel Must Be Labeled - no open blanks
Light Fixtures @Stairways/Doors	_____	_____	Compliance & Working Condition
Furnace	_____	_____	Working Condition
Water Heater	_____	_____	Working Condition-temperature not to exceed 125 Degrees.
Leak to Gas, Water, Waste lines	_____	_____	Inspection for Leaks-Use sniffer or other means
Refuse, garbage, debris	_____	_____	Clear of trash, receptacles on site
Fire Extinguisher 5-lb ABC CLASS	_____	_____	Location Labeled & Visible-check expiration date, Located near kitchen & fireplaces
Bedroom Windows	_____	_____	Operable for Egress/Ingress
Railing	_____	_____	Provided where appropriate

INSPECTOR NOTES ON ITEMS THAT FAILED INSPECTION _____

Section C. OCCUPANCY LIMITS (Two (2) Transient Guests per residential premises plus two (2) per bedroom)

Number of bedrooms _____ @ 2 guests per bedroom + 2 = _____ (Pursuant to ORDINANCE NO 1485-2025[.06 INSPECTION K].

Inspection Date _____ By _____

PASSED INSPECTION _____

FAILED INSPECTION _____ Re-inspection to be scheduled within 45 days
Failure to correct any violations within 45 days shall constitute a violation.