

RENTAL LICENSE AND SAFETY INSPECTION PROGRAM

Villa Hills has established a rental licensing program in order to promote health and safety standards for rental properties, to protect tenants from substandard housing and to maintain neighborhood stability. These standards relate to the condition, maintenance and occupancy of Rental Units and are intended to insure that Rental Housing is safe, sanitary, and suitable in accordance with all Applicable Laws.

The Rental License and Safety Inspection Program shall apply to all Rental Units, including rooms or portions of houses that are offered to the public for occupancy including Bed and Breakfasts and rooms offered on social media platforms such as AirBNB except, however, that the provisions of this chapter shall not apply to:

- (A) Owner occupied Rental Units, however other units in the same dwelling that are rented and occupied by non-family members of the owner are subject to the provisions of this chapter;
- (B) Hotels, Motels, Inns, Retreat Centers, or other similar facilities which must obtain a permit from the Commonwealth of Kentucky and are subject to annual inspections by the local Board of Health;
- (C) Hospitals, nursing homes, and other similar facilities which are permitted and inspected by the Commonwealth of Kentucky;
- (D) Monasteries, Convents, and other group lodging for religious organizations in which rooms are not offered for occupancy to the public.
- (E) Rental Units that are owned, operated or managed by a government agency other than the City or which are exempt from municipal regulation pursuant to state or federal law or regulations, but only so long as such government ownership, operation or management or exemption from municipal regulation continues in effect.

Every Owner of a Rental Unit must separately comply with both the occupational/business license requirements of the City and the requirement to obtain a Rental License under this Chapter.

RENTAL LICENSE REQUIRED AND PROHIBITION.

- (A) No Owner or other person shall offer for Rent or otherwise allow to be occupied via leasehold any Rental Unit unless the Owner has

first obtained a Rental License under the terms hereof. No tenant shall occupy any Rental Unit that has not been issued a Rental License.

- (B) Owners of all Rental Units existing at the time of passage of this Ordinance shall apply for and obtain a Rental License within six months of the effective date of this Ordinance, and thereafter thirty (30) days prior to a property being converted to a Rental Unit or being converted to include a Rental Unit. Any Owner desiring to offer for Rent any Rental Unit shall make an application to the Building Official for a Rental License. All applications shall be made on the forms prescribed by and provided by the Building Official.
- (C) All information shall be updated by the landlord (property owner) on a new rental license form whenever a change shall occur or once per year upon renewal.
- (D) One Rental License shall be issued for each Rental Unit. In the event the property is sold, the seller is required to notify the city of the date and to whom the property is sold. A purchaser of any existing Rental Unit shall make an initial written application of the Building Official for a Rental License within Ninety (90) days of the purchase.
- (E) The City shall have authority to exercise its regulatory powers hereunder, including the power to issue, deny, renew, revoke and suspend any Rental License if the Applicable Laws are not met.

Every such license shall be valid for one (1) year and expire **April 15** of each year. The Rental License is nontransferable and any change in ownership shall require a new license.

There shall be no fee for the Rental Unit License. Should an inspection occur, the property owner shall be responsible to pay a Rental Inspection Fee of Fifty Dollars (\$50.00) if applicable violations were found. If no violations were found, no fee is due. All fees received hereunder shall be used to support and pay for the RENTAL LICENSE AND SAFETY INSPECTION PROGRAM and shall not be used for the general fund or other purposes.

RENTAL LICENSE APPLICATION

(1) The mailing address of each building owned by the landlord (property owner) offered for rent within the City of Villa Hills:

(2) The landlord (property owner) names and their business name:

(3) The landlord (property owner) personal residential and business addresses:

(4) The landlord (property owner) business email address:

(5) The landlord (property owner) telephone number for both mobile and landline if applicable:

(6) A local emergency contact person's name, address, email address, 24/7 telephone number:

(7) Proof of a Villa Hills or Kenton County Countywide Occupational

License: License # _____

Contact Kenton County Occupational License Office at (859) 392-1440

(8) If both the landlord's residential and business addresses are not located in the Commonwealth of Kentucky, then proof of the registration as a foreign entity with the Kentucky Secretary of State and the name, mailing address, email address, and telephone number of a registered agent in Kentucky:

(9) The names and a contact phone number for the tenants over the age of 18 residing in the rental unit to which the license applies:

I certify that the above information is true and accurate to the best of my knowledge:

Property/Business Owner

Date

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