

QUICK GUIDE

Step 1: Register your Property

The City of Piqua has a Rental Property Registration System that you can utilize online. Use the QR code to the right or go to www.piquaoh.gov/rentalregistration and click on register my rental.

From there you can also download and fill out a PDF form if you prefer hard copies.

Quick Information:

- Annual Registration for EACH rental unit
- Fee is \$65 / unit
- Application is available at QR code or PDF is available for download.

Application Requires:

- Owner Name and Contact
- Property Operator (if different from owner) Contact
- Rental Details – number of rooms, number of bedrooms, and number of floors
- Requires confirmation of no outstanding code violations
- Requires confirmation of no outstanding fees, liens, or unpaid taxes on the property.

HAVE QUESTIONS? CONTACT US!

Community Services Department
937-778-2049
RentalRegistration@PiquaOH.gov



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Owner Responsibilities

- To register property with City of Piqua Annually
- To schedule inspection of property with the City of Piqua (Starting 2026)
- To update registration if ownership changes.
- To maintain the property in a safe and sanitary condition that meets all exterior and interior codes noted in Chapter 109.

Tenant Responsibilities

- To maintain the rental unit in safe and sanitary conditions including equipment or appliances owned by tenant.
- To upkeep the exterior of the rental unit to assure it meets the City of Piqua Property Maintenance Code.
- To contact the City of Piqua if the unit is not meeting expectations or if the tenant feels the property owner is not maintaining the unit in a safe and sanitary condition.

Step 2: Schedule an Inspection (Starting in 2026)

Once a Rental License is approved, the Property Owner is obligated to schedule an Inspection with the City of Piqua. Inspections of the property will occur roughly once every three years.

- A date will be agreed by all parties and the City of Piqua will mail a letter to the rental property address confirming the date and time of the inspection.
- An inspection will be completed by City of Piqua Staff and a Letter of Inspection will be provided within ten (10) days of the Inspection.
- If there are no violations noted, the property shall be placed on the **Piqua Rental Database** and the Rental License shall be valid.
- If there are violations noted in the inspection, the Property Owner will be given a cure period as noted below.
- If the violations are not corrected within the cure period, or if the property owner fails to schedule an inspection in a timely manner, the property shall have the Rental License revoked and the property shall be considered non-compliant.
- Penalties for non-compliance are detailed within Section 109.999 and including the property owner being guilty of a misdemeanor of the first degree.

Violations / Enforcement

- After inspection, the City of Piqua shall provide documentation of any code violations on the inspected property within ten (10) days with code references.
- The City of Piqua will provide a **Cure Period** for corrections and work with the Property Owner to get the violations resolved.
- If the Property Owner does not make corrections within the Cure Period, the Rental License shall be revoked and the property shall be considered being rented without a required license, and the property owner will be guilty of a first degree misdemeanor. Each day the violation continues shall be considered a separate offense.

Appeals

- A property owner has the right to appeal any decision, violation, or issue raised by the Code Official throughout the process.
- Generally, an Appeal would follow the below:
 - **Appeal Letter of Inspection** – Including the violations noted, timelines provided, or interpretation of code. To the Board of Zoning Appeals within ten (10) days of receipt of letter.
 - **Appeal Denial of Rental License** – Requesting reconsideration of the factors for denial. To the BZA within thirty (30) days of receipt of denial.
- A property owner may appeal the BZA to the Miami Co. Court of Common Pleas.