

PROFITABLE PROPERTY MANAGEMENT PRACTICES



City of Lima

Department of Community
Development



THINK WIN-WIN

Good property management practices profit the property owner, benefit the neighborhood and reduce the costs of City services. The following is a short outline of some accepted professional property management practices.

Free classes on "Landlord Training" cover these issues in greater detail. Call 228-6065 to sign up. If you took the class more than two years ago, come back and learn about updated laws and information.

PREPARING THE PROPERTY BEFORE RENTING

Make your property appealing to good applicants by keeping it up to City of Lima Property Maintenance Code standards. For easy reference, a copy of Lima property maintenance laws may be purchased at the Department of Community Development. Do repairs before being cited by the code enforcement inspectors.

Have a free security survey completed by a Lima Police Department Community Service Officer. Get to know the officers in the local precinct. Ask them to alert you if there are problems or other concerns.

Exchange names and telephone numbers with the neighbors of your rental property. Ask them to contact you if there are problems or issues that you should be aware of.



SCREEN ALL APPLICANTS

Use a written screening criteria for all applicants. Give a complete copy of that document to all the adult applicants including husband, wife, and children over 18. Every blank must be filled in.

Conduct the following checks and investigations:

- Run credit checks on all finalists.
- Run criminal background checks on all finalists.

- Verify rental history for the past 3 years.
- Secure references from at least the current and previous landlords.
- Verify source and amount of legal income.
- Identify past landlords independently.
- Require two pieces of identification from each applicant (one must be a photo ID).

Section 8 applicants are screened by the local housing authority for program eligibility ONLY. It is still your responsibility to screen these applicants for your rental.

Become familiar with Ohio Fair Housing Law. You must rent to the first qualified applicant.



RENTAL AGREEMENTS

You have a right as well as a responsibility to know who is living in your rental unit.

Make all rental agreements in writing. **NO ORAL LEASES!** All rental agreements should include:

Signatures on the lease agreement from all adults. That's everyone over 18 years of age.

The names of those who may occupy the property, including children. Only those on the lease may occupy.

No subleasing without written approval of the owner.

14 day (cumulative) guest policy in a calendar year.

Prohibition of all illegal activity, including drug activity.

Tenants shall not unduly disturb the neighbors (a state & city ordinance.)

State who is responsible for the following:
Mowing the grass, shoveling the snow, recycling, returning the garbage carts, picking up litter, minor repairs, etc.
Give tenants phone numbers for the property manager or owner for emergency contacts.

ENFORCE THE RENTAL AGREEMENT!

Strictly enforce the lease provisions. Be firm and fair to all! Being fair makes good sense and is good business. Act immediately when lease violations occur by providing written notice to your tenants. Tenant/landlord problems can sometimes be solved without legal action. Contact Lima Allen County Council on Community Affairs for mediation services. If eviction is needed, contact Lima Municipal Court for filing procedures.

ON GOING MANAGEMENT

A Property Condition Inspection Form should be completed with new tenant the first day of tenancy.

Repeat that inspection again on the 7th day.

Set a regular schedule to inspect your property and stick to it. Do all units annually.

Give 24 hour notice to tenant before inspection and announce your entry into unit if tenant is not home or appears not to be home.

Participate in neighborhood associations or other community organizations if applicable.

Take advantage of continuing educational activities for landlords.

Start a local landlord or property management group such as a landlord compact.

IF NEIGHBORS OR GOVERNMENT AGENCIES CALL

They are here to improve neighborhoods and to help you protect your investment.

If they call you, TRUST that there is a problem that you must work together to solve.

If you are responsive to neighborhood concerns, you are more likely to receive their support.



STUDENT HOUSING

First time renters should have a co-signer.

NO SUBLEASING without the written permission of the owner.

Tenant may not **UNDULY DISTURB THE NEIGHBORS**. Educate them about the Lima Noise ordinance.

ONLY THOSE ON THE RENTAL AGREEMENT MAY OCCUPY. THE 14 DAY GUEST POLICY IN A CALENDAR YEAR WILL BE ENFORCED.

A TENANT IS RESPONSIBLE FOR THE ACTIVITIES OF THEIR GUESTS.

RENTAL RESOURCES

Provide brochures to tenants provided by the City of Lima:

Fair Housing- It's the Law

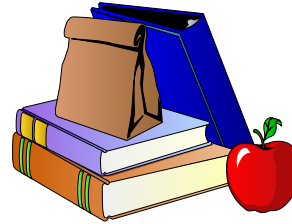
Rental Life

Off Campus [for students]

Ohio's Landlord-Tenant Law

Refuse, Recycling, and Yard Waste Contact Information [For City Refuse Service]

Neighborhood Inspection Sheet



SOURCES OF USEFUL

HOUSING & PROPERTY INFORMATION

For ownership and contact information for all property in Allen County, go to the Allen Co. Auditor's web site: <http://www.co.alen.oh.us>
Or <http://www.allencountyauditorohio.com>

Enroll in the Free Landlord Training Class from the Allen Metropolitan Housing Authority. Call 228-6065.

Have a problem with garbage carts or special pick-up requests? Call Utilities at 221-5294.

Have a complaint about a problem property or a nuisance condition? Call Property Maintenance Code Enforcement at 221-5237.

Someone parks an abandoned car on your property without permission. The property owner should call Property Maintenance Code Enforcement at 221-5237 and the City will remove it ...FREE.

PRIMARY AGENCIES

Lima Police Department
227-4444

Property Maintenance Code Enforcement
221-5237

Allen Metropolitan Housing Authority
Section 8 Voucher/Landlord Training
228-6065

Utilities Billing & Collection
221-5252

Building License & Permits
221-5243

Lima Municipal Court-Civil Division
221-5275

Lima Allen Co Council on Community Affairs
Landlord/Tenant Mediation Services
227-2586

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