



CITY OF COVINGTON LANDLORD RENTAL PROGRAM

LICENSING REQUIREMENTS FOR LANDLORDS

In order to rent property in the City of Covington, Landlords are required to have both an occupational license and rental license, and be in Good Standing with the City (meaning the landlord is up to date on all taxes and no liens are owed on his or her properties). Renting without a rental license is a Class B Misdemeanor.

All license applications are available at Covington City Hall, 20 W. Pike Street, Covington, KY 41011 between 8 a.m. to 4:30 p.m., Monday through Friday and on the City website at <http://www.covington.gov/forms-documents/view/rental-license-application>.

STEPS TO BECOME A LANDLORD

1. OCCUPATIONAL LICENSE APPLICATION (License required for operating a business)

- Fee: minimum \$50
- Due: dependent on fiscal year of business
- To download the application, visit:
<http://www.covingtonky.gov/forms-documents/view/occupational-license-application>

2. RENTAL LICENSE APPLICATION (License required for renting a residential property)

- Fee: Free within 30 days of renting property or for renewals before April 15. A \$60 fee will be issued if application is received late.
- Due: Annual renewal, due April 15th of each year.
- To download the application, visit:
<http://www.covingtonky.gov/forms-documents/view/rental-license-application>

FIRE/RENTAL INSPECTIONS

Proactive fire prevention inspections in the common areas of all rental properties are scheduled. Further inspection may be triggered by code enforcement issues including:

- Broken windows
- Exterior roof damage
- Missing/damaged gutters
- Damaged exterior stairs
- Damaged exterior porches/
- Balconies
- Damaged exterior walls
- Excessive weeds/grass over 10 inches
- Violations found in proactive
- Inspections of common areas
- Failure to obtain a rental license.

If no triggers are found and no complaints from tenants are filed, no interior inspections of individual units will be necessary.

INSPECTION PROGRAM FEE SCHEDULE

Proactive inspection of common areas	Free
Triggered inspection	\$30.00
Second inspection	\$100.00
Third inspection	\$200.00
Fourth and subsequent inspections	\$500.00

FIRE/RENTAL FOLLOW-UP INSPECTIONS & APPEALS

The Fire/Rental Inspector will document violations and provide at least 30 days for remedy unless a life safety issue exists (e.g. missing smoke detectors, blocked egress). The owner must schedule a follow up inspection no later than two weeks following the 30 day deadline. If the owner fails to schedule the follow up inspection or if issues have not been remedied, the rental license for that unit will be revoked. The owner can appeal the revocation of the license to Rental License Appeals Board.

To view the Fire/Rental Inspection Checklist, visit:

<http://www.covingtonky.gov/forms-documents/view/rental-inspection-checklist>

CRIMINAL ACTIVITY

All Landlords who include an email address on their Rental License application will automatically receive automated Criminal Activity Alerts whenever police are called to one of their licensed rental properties.

Code Enforcement issues a citation to a property owner whenever a Criminal Nuisance Violation occurs, and fines increase after each additional offense within a year, with some allowances made for rental properties with more than 8 units. A criminal nuisance violation is a criminal citation, arrest, or court-issued search warrant for crimes involving:

- Alcohol Intoxication
- Assault
- Controlled Substances
- Disorderly Conduct
- Menacing
- Outdoor Gambling
- Prostitution
- Resisting Arrest
- Terroristic Threatening
- Weapons Violations

A criminal activity nuisance exists when the following number of criminal nuisance violations have occurred at a property within a one year period:

PREMISES	FIRST OFFENSE	SECOND OFFENSE	SUBSEQUENT OFFENSES
Premises with 1 to 8 residential units	2 criminal nuisance violations	3 criminal nuisance violations	Each additional criminal nuisance violation
Premises with 9 or more residential units	5 criminal nuisance violations	7 criminal nuisance violations	Every 3 additional criminal nuisance violations
FINE:	\$250	\$500	\$1000 for each offense

USEFUL RESOURCES

Resources for Landlords: <http://www.covingtonky.gov/residents/property-info/landlord-resources>

Finance Department (Occupational Licenses, Business Taxes, Property Taxes): 859.292.2180

Legal Department (Liens): Lienpayoff@covingtonky.gov

Code Enforcement Department (Rental Licenses, Code Issues, Fire/Rental Inspections): 859.292.2323

Police Department (Criminal Activity Notifications, Calls for Service): 859.292.2205

Planning & Development Services of Kenton County (Building Permits): 859.957.2408

Covington Housing Choice Voucher Program (Section 8): 859.292.2188



CITY OF COVINGTON RESIDENTIAL RENTAL LICENSE APPLICATION

Department of Development – Community Services Division

20 W. Pike Street, 2nd Floor

Covington, KY 41011

(p): 859-292-2323

(f): 859-292-2106

Website: www.covingtonky.gov

Owner's Last Name or Business Name:

- Rental Licenses are available at No Charge if applications are submitted before April 15th, or for new rental properties
- Renewal Applications submitted after April 15th must include a late fee of \$60.
- **Applicants are required to obtain an Occupational License and be in Good Standing with the City**
- Rental Licenses are not required for commercial properties

SECTION 1: APPLICANT AND CONTACT INFORMATION

Date of Application

Name of Rental Business or Landlord

Occupational License Number*

*Please note, an Occupational License is required in order to operate rental property in the City of Covington

Property Owner Mailing Address (for official city notification and annual renewal reminder)

Name

Address

City

State

Zip

Property Manager/Primary Contact (Please provide all requested information below for the contact person(s) for inquiries regarding the properties listed on this application)

Name

Phone Number*

Contact Email**

*Phone number may be used by Code Enforcement to schedule rental inspections

**Contact email may be used for Criminal Activity Notifications

*****Please list all rental property on second page of application*****

Please Note:

If there are questions about your rental property, Code Enforcement will contact you via either the phone number or email address supplied. In addition, the email address on this application will be registered for the criminal activity notification system through the Covington Police Department. This program sends an automated alert to the email address on file when police are called to any of the rental properties included on this application.

Rental License approval is contingent upon a Good Standing Review. Applicants are required to have an Occupational License, which can be obtained from the City of Covington Finance Department (859) 292-2175 or the city's website. In addition, applicant must be up to date on all city taxes, fees, and liens.

