

# RENTAL PROPERTY REGISTRATION PROGRAM



The Rental Property Registration Program was implemented in June of 2023. The purpose of the Rental Property Registration Program is to protect the public health, safety and welfare; eliminate blighting conditions; identify owners of properties and enhance property values in the city by raising the standards of the city's rental properties, which accounts for approximately 50 percent of the households in the city.

## Registration Guidelines

A fully completed Rental Registration Application must be submitted online and can be accessed on our website at [springfieldohio.gov](http://springfieldohio.gov):

1. Go to **Springfieldohio.gov**
2. Click on **Government**
3. Scroll down and click on **Departments**
4. Click on **Code Compliance**
5. On the right side of the screen, click on **Rental Property Registration**
6. Then click on **Cityworks Online**
7. Create an account or sign in
8. Click on the **New Application** and complete

## CONTACT

City of Springfield  
*Community Development  
Department*

Responsible Property  
Programming Division

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## Rental Property Registration Fees

\$35 per single unit property (Does not apply to applicants with more than 1 unit property)

\$25 per unit for 2 or more units in one building

\$750 - 30 or more units max fee per individual legal owner

Please Note: If an individual person has more than one LLC ,each LLC must register and is subject to the fee structure above with a max of \$750 per LLC.

