



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 a SEPARATE 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/her properties). A violation of the Rental Dwelling Licensing Ordinance is a civil offense.

Applications are available directly through the Rental License Portal in the link (<https://covingtonky.portal.iworq.net/portalhome/covingtonky>) or by calling Kim Strategier at 859-292-2167

STEPS TO BECOME A LANDLORD

1. Occupational License Application

- Fee: minimum \$50.00
- 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

- **EACH** parcel must have a separate application, and all fees are calculated separately.
- **New Applicants will be issued a Provisional License**, valid for up to three years; expiration dates will depend on application and issue dates.
- **The Standard License will only be issued after the rental inspection has been passed.**
- Licenses are valid for 3 years, although certain issues can cause licenses to be revoked (see the City Ordinance for details)
- Rental Dwelling Licenses shall be renewed every 3 years. The City Manager or delegate, may implement prorated license fees and staggered inspection dates to facilitate successful operation of the rental dwelling license program.
- License **MUST BE POSTED** conspicuously in common area of multifamily units.
- Fees listed in the chart below must be paid before inspections can be scheduled.

Rental License Fees:

1 Unit/Parcel	\$30.00	13-99 Units/Parcels	\$120.00
2-4 Units/Parcels	\$60.00	100+ Units/Parcels	\$150.00
5-12 Units/Parcels	\$90.00		

LATE CHARGE is 3 times the regular fee rate for owners who fail to apply or renew within the specified period

RE-INSPECTION FEE OF \$50.00 SHALL BE CHARGED IF:

- Owner or manager agent fails to appear for scheduled inspection the second time
- Unit has to be re-inspected because it failed to meet the standards set forth in the ordinance

CRIMINAL ACTIVITY

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

- [\(Kentucky\) Uniform Landlord and Tenant Act](#)
- **Finance Department** (Occupational Licenses, Business Taxes, Property Taxes): 859-292-2180 **Legal Department** (Liens): Lienpayoff@covingtonky.gov
- **Code Enforcement Division** (Rental Licenses, Code Issues): 859-292-2167
- **Police Department** (Calls for Service): 859-292-2205
- **Planning & Development Services of Kenton County** (Building Permits): 859-957-2408 or 859-331-8980
- **Covington Housing Choice Voucher Program** (Section 8): 859-292-2188
- **Kenton County Non-Emergency Dispatch**: 859-356-3191

Applications can be submitted using the online **Rental License Portal** (<https://covingtonky.portal.iworq.net/portalhome/covingtonky>) or by calling Kim Strategier at 859-292-2167, rentallicenses@covingtonky.gov for additional help.

Fees can be paid online through the Rental License Portal at the time of application submission or mailed to:

Code Enforcement
City of Covington,
20 W. Pike Street,
Covington, KY 41011