

## eviction

### Your lord may evict you:

1. if you are not paying the rent
2. if you caused severe damages
3. if required repairs are so large that you must move out
4. if your rental agreement with him has expired

## process:

- STEP I You will receive an eviction notice saying that the landlord will begin proceedings at the end of THREE or more days. You are not required to move at this time. You must be advised that you may need legal assistance.
- STEP II The landlord must file a complaint at the Municipal Court.
- STEP III You will receive a court summons at least FIVE days before the hearing. You may need a lawyer.
- STEP IV The court hearing held, and a judge decides the case. If you lose, it will cost you money, and you must move from the premises.

## your landlord:

1. may NOT evict you without a court hearing
2. may NOT retaliate against you for filing a complaint
3. may NOT lock you out of your apartment or house
4. may NOT shut off your utilities
5. may NOT seize your furniture or personal possessions.

## repairs

If repairs are needed on the apartment or home you rent, notify the landlord or his managing agent immediately.

If you get no response, write the complaint down in a letter. Send it to your landlord by **certified mail, return receipt requested**. Keep a copy.

If the landlord refuses to make the repairs that are needed, you may take one of the following steps:

- A. **Deposit all rent** that is due with the Clerk of Court of the Municipal Court.
- B. Apply to the Court for an **order** directing the landlord to remedy the condition. In addition, you may apply to the Court to **lower the rent** until the apartment is repaired. Also, you may apply for an order to use the deposited **rent** to make the **repair**.
- C. **Terminate** the rental agreement.

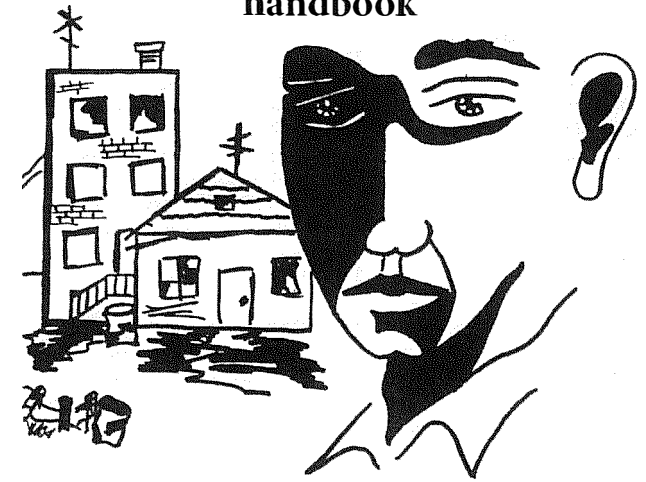
This section applies **only** if your landlord rents **three** or more units. It is his responsibility to tell you in writing how many units he rents.

Also, you must be current in your rent payments before you can initiate any of the three actions above.

### Guernsey County Fair Housing Program Funded By:

City of Cambridge, Guernsey County Commissioners through the Ohio Development Services Agency, Office of Community Development

## tenant / landlord handbook



Melissa Swingle  
Fair Housing Coordinator  
City of Cambridge/Guernsey  
County



814 Wheeling Ave.  
Cambridge, OH 43725  
Phone: (740) 439-5491

## responsibilities

landlord	tenant
<ol style="list-style-type: none"> <li>1. Comply with all housing and safety codes.</li> <li>2. Make all repairs, keeping the unit habitable.</li> <li>3. Keep all common areas of the premises sanitary.</li> <li>4. Maintain electrical, plumbing, heating, ventilating, and sanitary fixtures.</li> <li>5. Supply trash containers, if 4 or more units.</li> <li>6. Supply running water, hot water, &amp; reasonable heat.</li> <li>7. Give notice of intent to visit 24 hours in advance except in emergencies.</li> <li>8. Not harass the tenant by repeated demands for entry into the unit.</li> </ol>	<ol style="list-style-type: none"> <li>1. Pay the rent as agreed.</li> <li>2. Keep the apartment safe and sanitary.</li> <li>3. Keep the property free from trash and garbage.</li> <li>4. Permit the landlord entry to make repairs, if given the required notice.</li> <li>5. Use all fixtures and appliances properly.</li> <li>6. Do not intentionally damage the apartment or house.</li> <li>7. Act in a manner that will not disturb other tenants and your neighbors.</li> </ol>

## rental terms

leases	deposits
<p>Leases are important; without it your tenancy can be terminated or the rent raised by:</p> <ul style="list-style-type: none"> <li>* a <b>seven</b> day notice if you rent by the week,</li> <li>* a <b>thirty</b> day notice if you rent by the month.</li> </ul> <p>Your rights are protected, however, even if you have no formal, written lease. The Ohio Law is still in effect.</p> <p>Sample leases are available from the Housing Counselor.</p> <p>REMEMBER: * Read your lease * Know what you sign * If in doubt, call your attorney.</p> <p>Leases are protection for both the <b>tenant</b> and the <b>landlord</b>.</p>	<p>The landlord must return the deposit within thirty days.</p> <p>Any past due rent or damages you caused may be withheld from the deposit.</p> <p>The landlord must itemize each deduction in a written notice sent to you.</p> <p>Before you move, you must leave a forwarding address in writing with the landlord.</p> <p>You are due interest on the deposit if:</p> <ul style="list-style-type: none"> <li>* you rented for more than six months.</li> <li>* the deposit exceeded \$50</li> <li>* the deposit was more than one month's rent.</li> </ul> <p>The interest (5%) is due on the excess of one month's rent.</p>

## counselor

If you have questions about your relationship with your landlord, or wish to discuss in detail any materials in this handbook, you are invited to call.

EVELYN KING, Housing Counselor  
City of Cambridge / 814 Wheeling Avenue  
Phone: (740) 439-5491

## legal help

If you do not have an attorney and feel that you cannot afford one, you may be eligible for legal assistance:

SOUTHEASTERN OHIO LEGAL SERVICES  
1-800-686-3670

## discrimination

It is illegal for a landlord to discriminate against you in the rental of a unit because of race, color, religion, sex, handicap, familial status, or national origin. To impose these special terms such as larger security deposits, etc., is unlawful also.

If you feel you have faced discrimination, please call or write:

Ohio Civil Rights Comm.  
220 Parsons Avenue  
Columbus, OH 43215  
(614) 466-5928



U.S. Dept. of HUD  
1-800-669-9777 (toll free voice number)  
or  
1-800-927-9275 (toll free TDD number)