Guide to Using the City of Bowling Green On-Line Rental Self-Certification Portal

1. Go to link: **https://gis.bgohio.org/rentalinspection**

Click here to review a guide to using this portal ➤

Type in username assigned to you ➤

Type in password assigned to you ➤

Click "Sign in" ➤

Rental Portal
Login into your account

Guide to Using the City of Bowling Green On-Line Rental Self-Certification Portal

Username

Password

☐ Remember me

Sign in   Forgot password?

2. Sign-in using your assigned **username** and **password** (provided in letter & email). You will automatically be instructed to change your password.

Prompt to change password ➤

Type in City-assigned password ➤

Type and confirm new password ➤

Click "Submit" ➤

Change password

Welcome to the Bowling Green Rental Portal. As a first time user it is required for you to update your password. Please do so below to continue to use this website.

Old password:

New password:

Confirm password:

Submit   Back

3. This screen will appear after the password change and whenever you log in to the portal in the future:

Rental Portal   Addresses Requiring Inspection   Submitted Inspections   Approved Rentals   Information Handouts ▼

📁 **Addresses Requiring Inspection**
List of all approved addresses requiring an inspection.

💼 **Submitted Inspections**
List of all inspection forms that have been submitted.

🏠 **Approved Rentals**
Approved Rental Forms

4. Click on "**Addresses Requiring Inspection**" to review, approve, and submit the Exterior and Interior Self-Inspection Checklists.

5. Click on the blue box under the "**Inspection Form**" for the address of the rental unit for which you want to fill in the Inspection Form. Once you click on the form, you will enter the date, and read & click that you understand the statement.

🏠 / Addresses Requiring Inspection ▾
Rental addresses

Click here for forms

Inspection Form	Rental Address	Rental Property Type	Rental Zoning
Click Here For Inspection Form	TEST ADDRESS 13	SINGLE-FAMILY	R-3 - MultiUnit Zone
Click Here For Inspection Form	TEST ADDRESS 14	SINGLE-FAMILY	R-3 - MultiUnit Zone

Rental Portal   Addresses Requiring Inspection   Submitted Inspections

Rental Inspection Checklist
The following checklist is required to be submitted every year for residential rental & Building Codes). If you have any questions, please contact the Planning Departm

Area's marked with an asterisk are required

Address *   Inspection Date *
TEST ADDRESS 13

Per Sections 121.04 (B) and 121.05 (C) (4), I attest that the inspection checklist completed inspection forms have been provided to all occupants. Per Section occupants a City of Bowling Green Information Sheet (titled "Welcome to Bow time allotted, or by not following any of the regulations set forth in Section 1

Read the statement and click the box to Attest. ➤

(Must click the box that you attest to the above statement)
☐

Next   Reset   Back to list

6. The first checklist is the "**Exterior Rental Inspection Checklist**", divided into 3 main categories: "Structural Conditions" (Step 1), "Healthy Living Conditions" (Step 2), and "Life Safety" (Step 3). In each step, **check the appropriate box "pass, fail, or N/A" for each criterion**.
Note: There is an option to upload a 3rd party inspection; this is not required unless your property is no longer eligible for the Self-Inspection Program or you already had a 3rd party inspection that is similar to the Interior and Exterior Inspections Forms.

Exterior Rental Inspection Checklist

If the address has had an exterior inspection performed by a 3rd party please attach all necessary documents.

Add files

Drag files here

You must complete all steps.

Step 1 (Structural Conditions)   Step 2 (Healthy Living Conditions)   Step 3 (Life Safety Conditions)

Foundations *
Every foundation wall, pier or structural element, including chimneys, shall be maintained in a safe manner tight and rodent-proof.

○ Pass
○ Fail
○ N/A

7. After completing the Exterior Rental Inspection Checklist, click **"Interior Rental Inspection Checklist"** *(near the top right of the screen)* or **"Next"** (*near the top left and near the bottom left*) and complete the checklist the same way as step 6. The Interior Rental Inspection Checklist has 4 main categories: **"Structural Conditions"** (Step 1), **"Healthy Living Conditions"** (Step 2), **"Life Safety Systems"** (Step 3), and **"Building Systems"** (Step 4). The text will turn red if you have missed any.
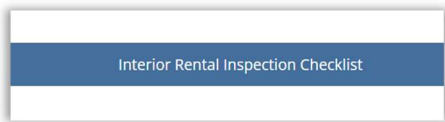
When both checklists are completed, **click "Save"** *(near the top right of the screen and near the bottom left)*.
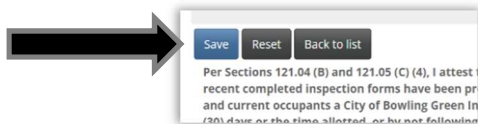
8. Once you click "Save", **you will see a screen confirming submittal**, which will also show what you submitted. There will be an option to **"Download"** the **checklists** (which also can be found under "Submitted Inspections", see Step 9)

Screen confirming your submittal
(A green message "Approved" means all items were marked "pass"; a red message "denied" means at least one item was marked "fail")
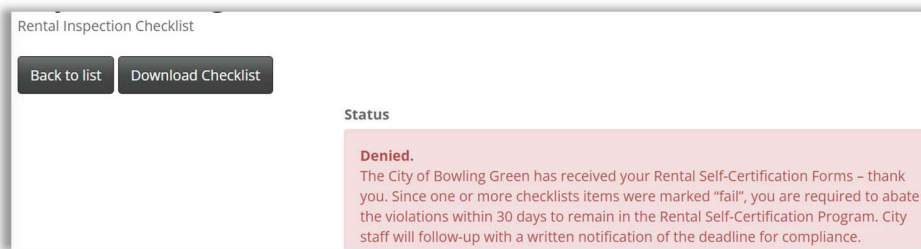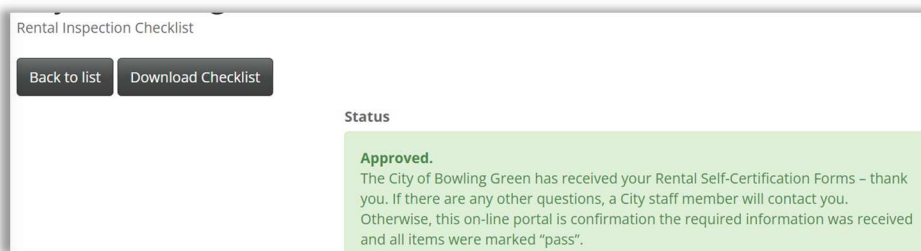
9. You can view submitted inspection forms by clicking the home button (near the top left of the screen) and then click **"Submitted Inspections"**, which will display all addresses with submitted checklists. City staff will contact you ONLY if there are further questions or "failed" items needing attention. **The ordinance requires you to print the submitted checklists for tenants**, which can be done on this same page by **clicking the magnifying glass**. The **Resident Information Sheet, you are also required to give to tenants,** is on the left side of the screen or at the top right of the screen and titled **"Information Handouts"**.
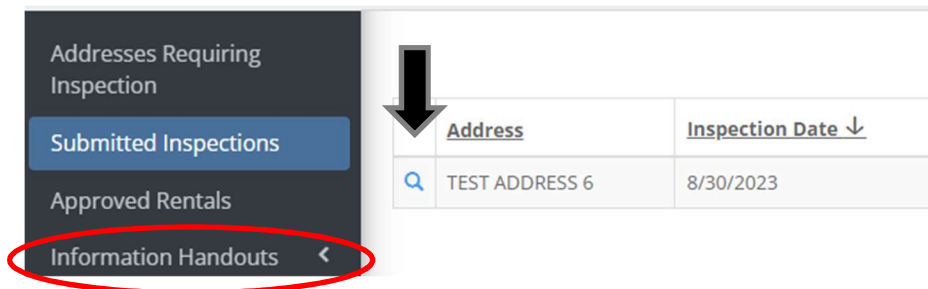
10. Click on the "Approved Rentals" to **print approved Rental Registration Form(s)** – the ordinance requires the registration form to be posted in the rental unit in a "*common area or other area so that it is visible to all occupants and inspectors.*" When you click on the box, a list of approved rental registrations will show up by each unit address.

Click the pdf of the rental registration form next to each address

11. If you have more addresses to submit Inspections Forms for, you can go back to the main page again with the **"home"** button in the top left corner or click **"Addressing Requiring Inspection"** on the left and repeat the steps for each address.