



APPLICATION FOR RENTAL PERMIT

Housing Department
City of University Heights

Date _____

Complete one form for each OCCUPIED unit

Address: _____

CIRCLE Type of dwelling: **Single family** **Two family** **Three Family**

CIRCLE number of bedrooms within the rented unit: **1** **2** **3** **4** **5**

CIRCLE IF two or three family dwelling, the location of this rented unit:

1st level 2nd level 3rd level

The fees for an initial inspection and for renewal inspections resulting from applications/renewals for rental permits shall be **\$300.00 for a single-family home/single unit, \$400.00 for a two-family home and \$100.00 for a rentable third floor unit . Cash or check only.**

PROPERTY OWNER

(Please **PRINT** name): _____

Address (No P.O. Boxes): _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail Address: _____

☐ Property Owner will manage the property themselves.

☐ Property Owner designates the following Local Manager to act on my behalf:

LOCAL AGENT/MANAGER IN OHIO (REQUIRED FOR OUT-OF-STATE PROPERTY OWNERS)

(Please **PRINT** name): _____

Address (No P.O. Boxes): _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail Address: _____

STATUTORY AGENT FOR SERVICE OF PROCESS

(REQUIRED FOR ANY CORPORATE OR ENTITY PROPERTY OWNER)

(Please **PRINT** name): _____

Address (No P.O. Boxes): _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail Address: _____

PRIMARY CONTACT TENANT

(Please **PRINT** name): _____

Home Phone: _____ Work Phone: _____

Tenant Information-Please complete IN FULL

<i>Names of ALL OCCUPANTS</i>	<i>Phone (if applicable)</i>

PROPERTY TAXES

Per City Codified Ordinance 1282.01(c), rental properties are required to be current in their property taxes or be enrolled in a payment plan with Cuyahoga County. Becoming tax delinquent can result in revoking the rental permit. Please check one of the following:

- ☐ The property is not tax delinquent.
- ☐ The property is tax delinquent in the amount of _____.
- ☐ The property is tax delinquent in the amount of _____ and the property owner is enrolled in a payment plan with Cuyahoga County.

I declare under penalties for perjury that this application has been examined by me and is true, correct and complete. I also agree to notify the Housing Department in writing of any changes in occupancy during the two-year period by completing a Change of Tenant form. I understand that the City wishes to conduct an **INSPECTION** of the interior and exterior of the property **every two (2) years** and such inspections should be obtained upon occupancy of tenants. I further understand that such inspections require my consent, and that if I refuse to consent to such inspections, the City has the right to establish probable cause and seek an administrative warrant from a court of competent jurisdiction to conduct its inspections.

I understand and agree that it is my responsibility as owner of this property to contact the Housing Department regarding inspections and/or to schedule the inspection after the Housing Department receives my application and fee. I also understand that, if I designate an agent or local manager to schedule inspections and make repairs to my rental property, I still accept responsibility for ensuring my rental property meets all Codes and requirements of the City of University Heights.

Further, I acknowledge that in accordance with Section 1280.10 of the Codified Ordinances of the City of University Heights, that an additional \$200.00 monthly fee shall be assessed for every month, or part thereof, that the property is occupied without a rental permit and/or not inspected.

I agree to abide by the rules and regulations set forth by the city of University Heights governing housing rental and rental units.

Signature of Property Owner *Date*

Print Name

Signature of Local Agent (if applicable) *Date*

Print Name

For Office Use Only

Amt. Paid: _____ Receipt Number: _____ By: _____

RP: _____ Inspector: _____ Inspection Date & Time: _____