

APPLICATION FOR RENTAL REGISTRATION

City of Middleburg Heights

Division of Building

15700 BAGLEY ROAD, MIDDLEBURG HEIGHTS, OHIO 44130

Phone (440) 239-6322 • Fax (440) 234-9092

E-mail: building@middleburgheights.com



DATE: _____

Codified Ordinance 1373 of the City of Middleburg Heights requires that all rental properties be registered and inspected by the Building Department. The owner of a single-family, two-family, or three-family dwelling unit who is not the occupant of said dwelling unit shall submit an application for a Rental Registration biennially which shall be accompanied by a nonrefundable fee of one hundred fifty dollars (\$150.00) for each dwelling unit in a one, two or three family structure.

A fee of thirty-five dollars per dwelling unit (\$35.00) may be charged for missed inspection appointments for each dwelling unit.

RENTAL PROPERTY ADDRESS _____

*Inspection for compliance shall be scheduled on the calendar year ending with the same even or odd digit corresponding to the address.

PROPERTY OWNER NAME _____

PROPERTY OWNER ADDRESS _____

OWNERS/AGENTS EMAIL _____ **PHONE** _____

AGENT IN CHARGE _____ **PHONE** _____

TENANT NAME _____ **PHONE** _____

Other TENANT NAMES _____ **PHONE** _____
(Emergency Contact)

STRUCTURE TYPE **One Family (\$150)** _____ **Two Family(\$300)** _____ **Three Family(\$450)** _____

NEW RENTAL ___ **RENTAL RENEWAL** ___ **OWNER/AGENT UPDATE** ___

In the event there is a change in the resident or nonresident agent as shown by the Rental Certificate, the owner shall notify the Building Department in writing within thirty (30) days of such change, giving the name and address of the new resident agent or nonresident agent. Failure to notify the Building Department within the specified time shall constitute a violation of the Building Code.

In the event there is a change in ownership of record, the Rental Registration issued under the provisions of this Building Code to the former owner shall become null and void within thirty (30) days of the recorded date of such change of ownership, and a new Registration must be obtained by the new owner.

I certify that the information given is true and complete to the best of my knowledge.

OWNERS SIGNATURE _____ **DATE** _____