

RENTAL REGISTRATION APPLICATION



CITY OF MIDDLEBURG HEIGHTS
Building Department
15700 Bagley Road
Middleburg Heights, OH 44130
Phone (440) 234-2218 • Fax (440) 234-9092
E-mail: building@middleburgheights.com



Codified Ordinance 1373 of the City of Middleburg Heights requires that all rental properties be registered and inspected by the Division of Building. 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.

Please Check One: Rental Renewal New Rental Owner/Tenant Update
Structure Type: One Family (\$150) Two Family (\$300) Three Family (\$450)

Rental Property Address: _____

***** EVEN numbered addresses will be inspected in 2024. ODD numbered addresses will be inspected in 2025. *****

PROPERTY OWNER NAME: _____

PROPERTY OWNER ADDRESS: _____

E-Mail: _____ **PHONE:** _____

AGENT INFORMATION (if different from above) _____

E-Mail: _____ **PHONE:** _____

List:

| <u>Tenant Name</u> | <u>Phone Number</u> | <u>Address/Side/Unit</u> |
|--------------------|---------------------|--------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

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.

OWNER SIGNATURE _____ **DATE** _____

Please Check One: Contact property owner for inspection Contact agent for inspection
 Contact tenant (s) for inspection

Send Receipt To: Property owner address Property owner e-mail Other: _____