

RENTAL REGISTRATION APPLICATION: 2026-2027



CITY OF MIDDLEBURG HEIGHTS BUILDING DEPARTMENT

15700 Bagley Road
Middleburg Heights, OH 44130
Phone (440) 234-2218

Website: middleburgheights.com E-mail: building@middleburgheights.com



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

Rental Property Address: _____

Codified Ordinance Section 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 apply for a Rental Registration biennially which shall be accompanied by a non-refundable fee of one hundred fifty dollars (\$150.00) for each dwelling unit in a one, two or three family structure.

***** EVEN numbered addresses will be inspected in 2026. ODD numbered addresses will be inspected in 2027. *****

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.

CERTIFICATION: I certify that I am: Owner Owner's Authorized Agent

I certify that all information contained in this application is true, accurate, and complete to the best of my knowledge. My signature shall constitute an agreement on my part to abide by all Codes, Ordinances, and regulations of the State of Ohio and City of Middleburg Heights pertaining to this request

Signature _____ **Printed Name** _____ **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: _____