

City of Garfield Heights Building Department

5407 Turney Rd.

Garfield Heights, Ohio 44125

Voice: (216) 475-3835 Fax: (216) 475-6081

Please Type or Print legibly

Date: _____

Application for Residential Rental Unit Certificate

\$200.00 fee for each Rental Property, additional \$150.00 late fee if received after January 31st.

Address of Property to be registered: _____ # of Rental Units _____

<u>Owner Information:</u>	Email: _____
Full Name: _____	
Mailing Address: _____ D.O.B. _____ (P.O. Boxes not accepted)	
City, State, Zip: _____	
Telephone: _____	
<u>Property Manager:</u>	Telephone: _____
Address: _____ City, St, Zip _____	
Email Address: _____	

Rental Unit #1 Date of Occupancy: _____

Current # of Occupants: _____

Full Name of Head of Household: _____ Telephone: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

(Use back if necessary for additional names, and telephone)

Rental Unit #2 Date of Occupancy: _____

Current # of Occupants: _____

Full Name of Head of Household: _____ Telephone: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____

(Use back if necessary for additional names, and telephone)

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1. Primary responsibility for grass cutting, shrubbery trimming and property maintenance lies with the property owner. If you have an agreement with your tenant to take care of the property, make sure that they do so.
2. Trash should be kept in approved containers, placed at the curb for collection at the proper time and the containers removed promptly.
3. There is no parking of any vehicles on lawns or other unpaved surfaces. Vehicles may not be parked over sidewalks. Junk, unlicensed or partially dismantled vehicles are prohibited.
4. No grilling is permitted on covered porches or in close proximity to buildings.
5. Keep trash cans out of sight and properly stored in the rear yard, behind the main building.
6. Call the Building Department before starting any installation/renovation.
7. **If out of state owner then a property manager must be obtained within Cuyahoga county. GHCO 1409.03(B)**
8. **By signing this application, the property owner is giving consent for the Building Department to conduct an EXTERIOR inspection of the rental property.**

I declare this application to be true, correct, and complete. I agree to abide by the rules and regulations set forth by the City of Garfield Heights governing rentals. A copy of this legislation is available upon request.

Signature of Applicant _____ Date: _____

Printed Name: _____