



ANNUAL RENTAL REGISTRATION – RESIDENTIAL

Building & Housing

Fee: \$75.00 per property, \$225 for apartments 4 units or more

Rental Registration Update: \$35.00

Applicant Information

Name: _____

Company Name (if applicable): _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ E-mail Address: _____

For the following properties, I am the (check one):

- ☐ Property Owner: A person, corporation, or limited liability corporation claiming, or in whom is invested, the ownership, dominion, or title of real property including but not limited to: holder of fee-simple title, holder of life-estate, holder of leasehold estate for an interim term of five years or more; a buyer under contract for deed; a mortgagee, receiver, executor or trustee in control of real property; but not including the holder of leasehold estate or a tenancy for initial term of less than five years. (MH Cod. Ord. 1486.01(f))
- ☐ Agent in Charge: A resident of Cuyahoga County, Ohio, who has been designated by the owner of a rental property located in the City of Maple Heights, to be the local agent-in-charge (AIC), to oversee the maintenance and financial obligations of the property, when the owner of the property does not reside in Cuyahoga County, Ohio. The agent in charge must be a resident of Cuyahoga County and register with the City for the property. (MH Cod. Ord. 1486.01(f))

Rental Property Address(es)

Property Owner & Phone Number
(if different from applicant above)



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Fee Information

All Rental Registration Applications shall be filed in a timely manner and submitted with the appropriate fee as detailed below. Failure to file the Rental Registration Application, provide the Additional Required Information, or pay the filing fee in a timely manner shall result in penalties prescribed in MH Cod. Ord. 1486.99, including but not limited to being charged with a fourth-degree misdemeanor for a first offense, a third-degree misdemeanor for a second offense, and a second-degree misdemeanor for each and every subsequent offense. A separate violation shall be committed for each day and each rental unit that is not properly registered. Knowingly submitting a false statement as part of the application or inspection process for rental registration shall be a first-degree misdemeanor.

- Annual Residential Rental Registration Fee per property if filed between January 1st and March 31st.
- \$35.00 Rental Registration Update Fee. This includes if a property owner acquires or agent in charge takes charge of additional rental units during a calendar year.

Supplemental Information

The following documentation is required in order for this Rental Registration Application to be processed:

1. Proof of full payment of property taxes or documentation of being on a County payment plan in good standing for each of the properties listed above.
2. A Tenant Information Form for each of the properties listed above.
3. A completed Regional Income Tax Agency (RITA) Form for both the property owner and each of the tenants.

Statement & Signature

To the best of my knowledge, the foregoing statements are true and correct. I understand the Building Commissioner reserves the right to refuse this application if found to be incomplete or improperly submitted. I understand that, if I transfer ownership of one of the property(ies) above or acquire additional property, I must update this Rental Registration within 30 days of transfer and pay a non-refundable \$35 fee. Additionally, I understand that Rental Registrations are not assignable or transferrable. Anyone falsifying information on this permit application is guilty of falsification per Cod. Ord. Sec. 606.10(a)(5), a first-degree misdemeanor, punishable by a fine up to \$1,000 and a jail term up to 180 days.

Applicant's Printed Name

Applicant's Signature

Date



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Tenant Information Form – The following information is necessary for tax, health, and safety purposes.

Property & Primary Tenant Information:

Property Address: _____

Primary Tenant's Name: _____

Phone Number: _____

Email: _____

Property & Primary Tenant Information:

Property Address: _____

Primary Tenant's Name: _____

Phone Number: _____

Email: _____

Property & Primary Tenant Information:

Property Address: _____

Primary Tenant's Name: _____

Phone Number: _____

Email: _____

Property & Primary Tenant Information:

Property Address: _____

Primary Tenant's Name: _____

Phone Number: _____

Email: _____