



**CITY OF BROADVIEW HEIGHTS
BUILDING DEPARTMENT**

9543 Broadview Rd., Broadview Hts., OH 44147

Phone: 440-526-6864

Email: building@broadview-heights.org

RE: 2023 Application for Rental Certificate of Occupancy

To Whom It May Concern:

Your rental certification will expire on February 28, 2023. Applications and payment for 2023 need to be received in person or post marked by February 28, 2023. If received after this date, your application is considered late and late fees will apply.

Per chapter 1281 of the Code of Ordinances the definition is; "Rental unit." A one, two or three-family dwelling unit, including a town home dwelling unit, a condominium, apartment condominium or apartment dwelling that is not continuously occupied by the property owner 12 months out of the year.

(See chapter 1281 of the Code of Ordinances for additional information)

Enclosed, you will find the registration forms that are required to be filled out completely and returned with fee(s). Before completing your application, please use this checklist to ensure compliance and to avoid penalties.

- P.O. Box addresses are not acceptable.
- Forms must be authenticated (signed) by an authorized representative or agent. This means a name must accompany an LLC, Ltd, Incorporated, Company, and Principle/President.
- If the property is no longer a rental, an Affidavit of Removal of Occupancy form must be signed and notarized in order to be removed as a registered rental.
- Tenant information must be included even if the tenant is the same from the previous registrations.

Fees are as follows:

- Single Family: \$100.00
- Multi-Family: \$100.00 per unit
- Condo/Town Home: \$50.00 per unit
- Apartment Complexes: \$300.00 per bldg. & \$50.00 per unit
- Units currently unoccupied, with the intention to rent, must still be registered.
- Fees received after the due date will be doubled.
- Incomplete forms will be returned and shall be subject to the late fee if after the due date.

Certificate of Occupancy is given to registered rentals providing you are current with inspections and registrations. We accept cash, check and credit card as forms of payments. If paying by check please make the check payable to City of Broadview Heights. If paying by credit card, please note that a 3.5% service fee will be applied.

Thank you,
City of Broadview Heights Building Department



Individual Application

The Building Department
9543 Broadview Road • Broadview Heights, OH 44147
440-526-6864

Rental Property Address (please print legibly)

Address

Auditor Parcel Number(s) (APN/PPN)

Broadview Hts. OH, 44147

City/State/Zip

Owner(s) Information (please print legibly)

Owner(s) Name:

Home Phone

Address (**No P.O. Boxes**)

Cell/Phone

City/State/Zip

Email

Partner(s) Information (please print legibly)

Owner(s) Name:

Home Phone

Address:

Cell/Phone

City/State/Zip

Email

Property Manager(s) Information (please print legibly)

Company Name:

Point of Contact Name

Address:

Cell/Phone

City/State/Zip

Email

Check box if there has been a change in occupancy or an additional tenant of the rental unit since last registration.

ALL REGISTRATIONS EXPIRE ON FEBRUARY 28th OF EACH YEAR

- FEES: Single Family \$100.00/Multi Family \$100.00 per unit/ Condo-Town House \$50.00 per unit. Checks payable to the City of Broadview Heights. Units currently unoccupied, with the intention to rent, must be registered. Fees received after the due date will be doubled and incomplete forms will be returned and shall be subject to a late fee if after the due date.
- PLEASE BE ADVISED THAT NO SLEEPING QUARTERS CAN BE LOCATED IN THE BASEMENT UNLESS CODE CONFORMING PROVISIONS ARE IN PLACE
- The City of Broadview Heights will return receipt of approved registration within 30 days after receipt of application. The registration will be valid for one year upon approval. Please make sure you include the following so we may process your application and payment in a timely manner: Registration fee with check made out to the City of Broadview Heights, Rental Application (signed and dated

Owner's Printed Name

Co-Owner's/Agent Printed Name

Owner's Signature

Co-Owner's /Agent Signature

Date

Date



Corporate Application

The Building Department
9543 Broadview Road • Broadview Heights, OH 44147
440-526-6864

Rental Property Address (please print legibly)

Address

Auditor Parcel Number(s) (APN/PPN)

Broadview Hts. OH, 44147

City/State/Zip

Corporate Information (please print legibly)

Owner(s) Name:

Home Phone

Address (**No P.O. Boxes**)

Cell/Phone

City/State/Zip

Email

Statutory Agent Information (please print legibly)

Owner(s) Name:

Home Phone

Address:

Cell/Phone

City/State/Zip

Email

Property Manager(s) Information (please print legibly)

Company Name:

Point of Contact Name

Address:

Cell/Phone

City/State/Zip

Email

Is this corporation organized under the laws of the State of Ohio Yes No?

Is this a foreign corporation Yes No?

If a foreign corporation, name place of incorporation _____ Must provide Articles of Organization for LLC and State of Ohio Certificate or application will be returned.

Check box if there has been a change in occupancy or an additional tenant of the rental unit since last registration.

ALL REGISTRATIONS EXPIRE ON FEBRUARY 28th OF EACH YEAR

- FEES: Single Family \$100.00/Multi Family \$100.00 per unit/ Condo-Town House \$50.00 per unit / Apartment Complex \$300 per building & \$50 per unit. Checks payable to the City of Broadview Heights. Units currently unoccupied, with the intention to rent, must be registered. Fees received after the due date will be doubled and incomplete forms will be returned and shall be subject to a late fee if after the due date.
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Owner's Printed Name

Co-Owner's/Agent Printed Name

Owner's Signature

Co-Owner's /Agent Signature

Date

Date



Tenants Information

The Building Department
9543 Broadview Road • Broadview Heights, OH 44147
440-526-6864

Rental Property Address (please print legibly)

Address _____

Auditor Parcel Number(s) (APN/PPN) _____

Broadview Hts. OH, 44147

City/State/Zip _____

Name of each primary adult or principal tenant (use additional paper if necessary)

1. Tenant(s) Information (please print legibly)

Tenant Name: _____

Home Phone _____

Email _____

Cell Phone _____

2. Tenant(s) Information (please print legibly)

Tenant Name: _____

Home Phone _____

Email _____

Cell Phone _____

3. Tenant(s) Information (please print legibly)

Tenant Name: _____

Home Phone _____

Email _____

Cell Phone _____

4. Tenant(s) Information (please print legibly)

Tenant Name: _____

Home Phone _____

Email _____

Cell Phone _____

5. Tenant(s) Information (please print legibly)

Tenant Name: _____

Home Phone _____

Email _____

Cell Phone _____

-
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- Number of Adults over 18 years of age occupying unit: _____
 - Number of children under 18 years of age occupying unit: _____