



City of Broadview Heights  
 Building Department – Rm. 212  
 9543 Broadview Road  
 Broadview Heights, Ohio 44147  
[www.broadview-heights.org](http://www.broadview-heights.org)

**RENTAL REGISTRATION APPLICATION  
 FOR A 2021 HOUSING LICENSE**

Date Received: \_\_\_\_\_, 2021  
 Receipt # \_\_\_\_\_  
 Check ( ) Cash ( ) Credit ( )  
 Reference # \_\_\_\_\_  
 Date License Issued: \_\_\_\_\_  
**\*\*OFFICE USE ONLY\*\***

**PLEASE PRINT CLEARLY IN BLACK INK.  
 PAYMENTS ARE DUE EVERY YEAR ON  
 APRIL 1st OR CHANGE OF OWNERSHIP.  
 EXTRA FEES WILL BE ADDED FOR LATE  
 REGISTRATIONS. UNREADABLE OR  
 INCOMPLETE APPLICATIONS WILL BE  
 RETURNED.**

**LOCATION OF RENTAL:** \_\_\_\_\_ **PP#** \_\_\_\_\_  
 (Use one application for each rental unit)

- Number of Rental Units: \_\_\_\_\_ Number of Buildings: \_\_\_\_\_
- Fees: \$100.00 for each Single-Family or Multi-Family Dwelling Unit (2 or 3 units)  
 \$50.00 for a Two-Family Dwelling Unit if the owner is living in one unit and renting the other.  
 \$100.00 for each apartment or multi-family building (4 or more units)  
 PLUS \$50.00 for each apartment or multi-family unit.
- Owner(s): \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ ZIP \_\_\_\_\_  
 Email \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
**MUST SUPPLY AN EMAIL**

4. Property Manager/Agent/Contact

**If the property owner does not reside in CUYAHOGA COUNTY, OHIO, or an adjoining County to Cuyahoga County, or if someone other than the owner is taking care of the property, you must provide the name, address, phone number and email address of a Property Manager/Agent or Contact Person who does reside in Cuyahoga County or an adjoining County. In addition, if the owner of the property is a partnership, a company, corporation, LLC, or religious organization, you must also complete the information below.**

Name \_\_\_\_\_ Phone \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_  
 Email \_\_\_\_\_ Alternate Phone \_\_\_\_\_  
**MUST SUPPLY AN EMAIL**

5. Payment \$ \_\_\_\_\_ Total Remitted **Make checks payable to City of Broadview Heights.**

**Pay in cash in person ONLY at the Office, mail (inc. SASE), or call for instructions to pay online.**

I hereby certify that I will abide by the provisions of the Housing Code of the Codified Ordinances of the City of Broadview Heights, Ohio, that I will fully cooperate with the Inspection process, and that any misrepresentation of data or facts on this application, will be cause for refusal of the registration or revocation of the Housing License now or in the future. Failure to obtain or renew a Housing License may be cause for a court appearance in the Broadview Heights Mayor's Court and/or additional payments.

**I declare the information given above is true, correct, and complete.**

\_\_\_\_\_  
 Printed Name Signature Date