

CITY OF ROCKY RIVER

APPLICATION FOR RENTAL LICENSE/CERTIFICATE OF OCCUPANCY

BUILDING DEPARTMENT - 21012 HILLIARD BOULEVARD, ROCKY RIVER, OH 44116 - 440-331-0600

Single Family Double Multi-Family Condominium /Townhouse

Total Num of Units at this address: # for Rent/Lease _____ # Not for Rent _____

Note: Each CONDOMINIUM owned by the APPLICANT must have a separate APPLICATION FOR RENTAL LICENSE.

To: _____ APPLICATION DATE: _____

_____ FOR THE PREMISES LOCATED AT:

_____ ADDRESS OF RENTAL UNIT(S)

SIGNATURE FOR PERMISSION TO INSPECT: _____

(OWNER/AGENT)

OWNER/AGENT STREET ADDRESS (MANDATORY): _____

CITY/STATE/ZIP (MANDATORY): _____

IN ADDITION TO THE MANDATORY ADDRESS, A P.O. BOX MAY BE USED _____ ZIP _____

OWN/AGENT CONTACT PHONE: () - , Email: _____

FEES: NOTE: Each different Rental Unit Address requires a separate Rental License Application. In accordance with Section 1371.05 of the Codified Ordinances of the City of Rocky River, a Rental License/Certificate of Occupancy application shall be accompanied by a **non-refundable fee** of :

One (1) Unit: \$50

Three (3) Units: \$100

Two (2) Units: \$80

Four and More Units: \$100 plus \$25 each unit over 3

All units on this Rental License Application must share the same address:

- The *Rental License* is valid for a calendar year.
- Make check payable to the 'City of Rocky River' and return it with this application to the Building Department at the above address. Payment is Non-Refundable & due February 19.
- Return fee & completed Application to arrive within **FORTY (40)** days (includes a ten (10) day grace period) from the above date. Failure to do so will incur a penalty charge for late payment.

Caution: A late charge fee of ten (\$10) dollars will be assessed for every (10) days thereafter per unit.

THIS SECTION IS TO BE COMPLETED BY OWNER AND/OR AGENT.

I declare under the penalty for perjury that this application has been examined by me and is true, correct, and complete.

I, the undersigned owner/agent have read and agree to comply with the Codified Ordinances Chapters 1371 and 1340, requiring a Rental License/Certificate of Occupancy for property within the City of Rocky River, including the installation of smoke/carbon monoxide detector combo with a ten year tamperproof battery and the inspection and/or servicing of gas operated furnaces, boilers, hot water heaters and gas appliances on a yearly basis. Note: Smoke & CO detector operational life span is approx. 7-10 years.

SIGNATURE: _____

(Type or Print Name) _____ (Date) _____

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(OFFICE USE ONLY)

Amount Due: \$ _____ **Date Paid:** _____ **Amount Paid:** _____

Rental and Tenant Notification Report

Department of Finance
City of Rocky River
21012 Hilliard Boulevard
Rocky River, Ohio 44116

Property Owner:	
Address:	
City, State Zip Code:	

TENANTS NAME	TENANTS PHONE NUMBER	PROPERTY ADDRESS
John Doe Jane Doe	555-555-5555	127 Rocky Lake Drive, Apt. A1A

THIS REPORT IS REQUIRED BY THE CITY OF ROCKY RIVER CODIFIED ORDINANCES SECTION 171.2823 TO BE FILED ON OR BEFORE JANUARY 31ST OF EACH YEAR.