

CITY OF ROCKY RIVER

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

To: Owner of Rental Property in Rocky River

Date:

Our records indicate that you are the owner of leased or rented dwelling unit(s) in the City of Rocky River located at the address indicated on the attached application for Rental License / Certificate of Occupancy.

Chapter 1371 of the *Codified Ordinances of the City of Rocky River* states that a Rental License / Certificate of Occupancy is valid for a period of twelve (12) months. Therefore, a renewal of your rental property Rental License / Certificate of Occupancy is required every year.

The fee for this license and possible on site inspection is fifty (50) dollars for one rental unit, eighty (80) dollars for two rental units, one-hundred (100) dollars for three units, and twenty (20) dollars each for every unit over the first three. Some units will also receive an inspection as part of the certification process. On site exterior and interior inspections are made on a continuing basis of units selected from Building Department property files.

Enclosed is an [Application for a Rental License/Certificate of Occupancy](#). Fee information is applicable to each application only. Separate applications may not be combined. Please complete, sign and return the application and fee within thirty (30) days of the above date to the Building Department at the above address. Checks should be made payable to the City of Rocky River. A penalty charge for late payment may be assessed if the completed application and fee are not received by the Building Department within forty (40) days (includes a ten (10) day grace period) from the date of the attached application. A late charge of ten (10) dollars may be assessed for every ten (10) days thereafter per unit.

Note: *If you no longer own the property appearing on the attached application, please notify the City Building Department by phone or mail. Where possible, supplying the name and address of the new owner would be most appreciated.*

Thank you for your anticipated cooperation. If you have any questions, please do not hesitate to call the Building Department at 440-331-0600.