



Village of Newburgh Heights Building Department

3801 Harvard Avenue
Newburgh Heights, OH 44105

APPLICATION FOR 2018-2019 RENTAL WAIVER

(Application Fee \$15.00)

If property is not occupied (vacant) complete a Registration of a Vacant Dwelling Structure Application

An Owner of a Rental Dwelling in the Village of Newburgh Heights may seek relief from the requirement of a Rental Permit from the Building Commissioner. A fee of \$15.00 is required at the time of application. The property must be owner-occupied and the property owner must submit to an inspection conducted by the Village’s Inspector to demonstrate that the current rental property is being used as a single-household residence. Once the inspection is completed, the Building Department will share its findings with the property owner in writing. If the Building Commissioner finds the property to meet the qualifications of a rental property, the property owner must secure a Rental Permit including a full rental inspection. If the property owner does not agree with the final recommendation of the Building Commissioner, he/she may appeal to the Board of Zoning Appeals within 30 days of the issuance of the Building Commissioner’s final determination, (Codified Ordinance, 1353.03).

PROPERTY ADDRESS: _____

Type of Dwelling (circle): Single Family 2-Family Multi-Family

Property Owner: _____

Property Owner Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

If Applicable:

Real Estate Co.: _____ Agent: _____

Phone: _____ Email: _____

The property located at _____, Newburgh Heights, Ohio is currently being occupied as a single-household residence and is owner-occupied. I do not intend to rent all or any of the rental units located at the property for the years 2018 and 2019. I agree to an inspection to be conducted by the Village’s Inspector at the agreed upon date and time as scheduled with the Building Department, and agree to make all areas of the property accessible to inspection.

Signature of Property Owner: _____ Date: _____

Printed Name: _____

Date/Time of Inspection: _____

Payment Received: Check Cash Money Order Check # or Cash Receipt #: _____ Date: _____