



Village of Newburgh Heights Building Department

3801 Harvard Avenue
Newburgh Heights, OH 44105

2018 Registration of Vacant Dwelling Structures

Annual Registration is \$100.00. Registration is valid 1 year from date of registration.

PROPERTY ADDRESS: _____

Property Owner: _____ Driver's License #: _____

Property Owner Address: _____

City: _____ State: _____ Zip Code: _____

Property Owner Phone: _____ Email Address: _____

The property located at _____, Newburgh Heights, Ohio will not be occupied (vacant) during 2018. 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 to verify vacancy. I agree to notify the Building Department when the property is no longer occupied, or apply for renewal within one (1) year from approval of application.

Signature of Property Owner: _____ Date: _____

If property owner resides outside of Cuyahoga County a local agent MUST be designated as the legal responsible party for the property.

Property Management Company (if applicable): _____

Agent/Manager: _____ Driver's License #: _____

Management Address: _____

City: _____ State: _____ Zip Code: _____

Agent/Manager Phone: _____ Email Address: _____

Agent/Manager Signature: _____ Date: _____

For Office Use Only

Date Received: _____ Check #: _____ Building Official: _____

Date/Time of Inspection: _____

