



Village of Newburgh Heights

Housing & Building Department

3801 Harvard Avenue, Newburgh Heights, OH 44105

216-641-4654, newburgh-oh.gov, Monday-Thursday, 9am-3:30pm

2021/2022 Rental Permit Application

(Codified Ordinance Chapter 1353: Registration and Inspection of Rental Units)

ALL FIELDS MUST BE FILLED OUT. INCOMPLETE FORMS WILL NOT BE ACCEPTED. COMPLETE AN APPLICATION FOR EACH RENTAL PROPERTY.

| Rental Property Information | | | |
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| RENTAL PROPERTY ADDRESS: | | | |
| Is this Property Owner Occupied? Yes No | Type of Dwelling: Single-Family Two-Family Multi-Family | | |
| Number of Rental Units: | Are you a CMHA Landlord? Yes No | | |
| Monthly Rent Amount Per Unit: | Do you have a lease? Yes No | | |
| Number of Bedrooms per Rental Unit: | If no, do you need help creating a lease? Yes | | |
| Owner Information | | | |
| Name: | | | |
| Property Owner Address: | | D. License/State ID # (photocopy required): | |
| City: | State: | Zip Code: | Phone: |
| Alt. Phone: | Email: | | |
| Email Receipt/Report: Yes No | | | |
| Property Management Information | | | |
| Name of Property Management Company (if applicable): | | | |
| Name of Primary Contact/Manager: | | Proof of Consent (attach letter/contract): Yes No | |
| *Real Estate Broker's License is required in Ohio if property manager is going to lease, rent list, procure prospects or negotiate, assist, operate, manage or rent any building or portion to the public as tenants. Custodians, janitors or caretakers are exempt. | | | |
| Address: | | City: | Zip Code: |
| Business Phone: | | Primary Contact Phone: | |
| Email Address of Primary Contact: | | | |
| Tenant Information (include ALL persons living at the property in addition to on the lease) | | | |
| NAME | UNIT | PHONE/EMAIL ADDRESS (REQUIRED) | |
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| Disclaimer for Rental Inspection | | | |
| <input type="checkbox"/> I agree and consent to an inspection to be conducted by a designee of the Village of Newburgh Heights at the agreed upon date and time as scheduled with the Housing and Building Department. I understand missed inspections may accrue a fee. I agree to make all areas of the property accessible for inspection. I will schedule the required inspection within 30 days of applying for a Rental Permit. I understand an inspection is required upon a change of tenant and will contact the Housing and Building Department if a change occurs. | | | |
| Applicant Signature: | | | Date: |
| Payment Information (Office Use Only) | | | |
| Number of Units _____ x \$150.00 | Late Fee \$100.00 | Total Amount Assessed: | Renewal Year: 2022 |
| Credit Card #: | EXP: | CVS: | Name (if different than above): |
| Cash/Check #: | Proof of Insurance: | Yes No | Property Taxes: Paid On-Plan |
| Payment made online: | Date of Inspection: | Time: | |
| The Rental Registration and Inspection fee is \$150.00 per rental unit. Each Rental Permit/Renewal shall expire at the end of December 31 st of the year following the year in which the Rental Permit/Renewal was issued. Rental Permit/Renewal application and fees are due by March 31st . There shall be a \$100.00 fee assessed for no or incomplete applications and fees submitted past the due date. Fees are non-refundable. | | | |