



Village of Newburgh Heights

Housing & Building Department

3801 Harvard Avenue

Newburgh Heights, OH 44105

216-641-4654

newburgh-oh.gov

2021/2022 RENTAL REGISTRATION INSTRUCTIONS

- **Complete the *2021/2022 Rental Permit Application* completely and submit supporting documents by March 31, 2021.**
- A Rental Permit and registration fee is **required** whether or not financial compensation is received from the tenant/occupant. There is not an exception for family members.
- If you are utilizing a two-family as a single-family home, please return the completed **Rental Property and Owner Information** at the top of the *2021/2022 Rental Permit Application* and indicate under tenant information that the property is being utilized as a single-family dwelling.
- **Rental property owners living outside of the State of Ohio must designate an agent.** If the property management company changes you must inform the Village immediately. A signed letter or copy of contract with a property management firm/manager must be submitted with application to show proof of consent to allow the agent to act on behalf of the property owner.
- A 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.
- A copy of your insurance policy, issued by a reputable insurance company, insuring the structure up to its full replacement value is **required**.
- All property taxes must be up-to-date or on a payment plan with the Cuyahoga County Treasurer's Office that can verified by the Village.
- Rental Inspections are **required** and conducted at time of renewal OR upon change of tenant(s). Schedule your Rental Inspection within 30 days of submitting an application.

Following are the **required** fees to obtain a Rental Permit in the Village of Newburgh Heights:

Rental Registration and Inspection of Rental Units

\$150.00 per unit. The fee includes the rental inspection and one (1) re-inspection, and change of tenant inspections.

Owner occupied rental properties do not pay a fee for the unit of residence.

****All fees are non-refundable. A late fee of \$100 will be assessed after March 31, 2020.***

Please mail (or drop-off to Village Hall) the 2021/2022 Rental Permit Application, along with all fees and required documents with a check or money order made payable to the Village of Newburgh Heights. Do not send cash. Credit card payments may be made over the phone, or in the office. Pursuant to 1353.04, the penalty for failing to register a rental property shall constitute a 1st degree misdemeanor, punishable by up to six (6) months in jail and up to a one thousand dollars (\$1,000.00) fine. Contact the Housing & Building Department if you are unsure if you are required to obtain a Rental Permit.