



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

2022/2023 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			
RENTAL PROPERTY ADDRESS:			
Is this Property Owner Occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No		Type of Dwelling: <input type="checkbox"/> Single-Family <input type="checkbox"/> Two-Family <input type="checkbox"/> Multi-Family	
Number of Rental Units:		Are you a CMHA Landlord? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Monthly Rent Amount Per Unit:		Do you have a lease? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of Bedrooms per Rental Unit:		If no, do you need help creating a lease? <input type="checkbox"/> Yes	
Did you include a copy of your insurance policy for full replacement value coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No (required)			
Owner Information			
Name:			
Property Owner Address:		D. License/State ID # (photocopy required):	
City:	State:	Zip Code:	Phone:
Alt. Phone:		Email:	
Email Receipt/Report: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Property Management Information			
Name of Property Management Company (if applicable):			
Name of Primary Contact/Manager:		Proof of Consent (attach letter/contract): <input type="checkbox"/> Yes <input type="checkbox"/> 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)	
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. I understand it is my responsibility to call for a reinspection by the compliance date listed on the inspection report provided.			
The Rental Registration and Inspection fee is \$150.00 per rental unit. Each Rental Permit/Renewal shall expire at the end of December 31st 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.			
Applicant Signature:			Date:
Payment Information (Office Use Only)			
Number of Units _____ x \$150.00		Late Fee \$100.00	Total Amount Assessed:
<input type="checkbox"/> Cash <input type="checkbox"/> Check #:		Proof of Insurance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Property Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> On-Plan
Payment made online: <input type="checkbox"/> cc #		Date of Inspection:	Time:
Renewal Year: 2024			