



# 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

### 2023/2024 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. MUST PROVIDE PROOF OF FULL REPLACEMENT VALUE INSURANCE FROM A REPUTABLE INSURANCE COMPANY**

Rental Property Information			
<b>RENTAL PROPERTY ADDRESS:</b>			
Is this Property Owner Occupied? Yes No	Type of Dwelling: Single-Family Two-Family Multi-Family		
Number of Rental Units:	<b>Are you a CMHA Landlord?</b> 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:	<b>D. License/State ID # (photocopy required):</b>		
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:	<b>Proof of Consent (attach letter/contract):</b> Yes No		
<b>*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.</b>			
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 <b>30 days</b> 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.			
<b>Applicant Signature:</b>			Date:
Payment Information (Office Use Only)			
Number of Units _____ x \$150.00	Late Fee \$100.00	Total Amount Assessed:	<b>Renewal Year: 2025</b>
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 <sup>st</sup> of the year following the year in which the Rental Permit/Renewal was issued. Rental Permit/Renewal application and fees are due by <b>March 31<sup>st</sup></b> . There shall be a \$100.00 fee assessed for no or incomplete applications and fees submitted past the due date. Fees are non-refundable.			