Village of Newburgh Heights
Housing & Building Department
3801 Harvard Avenue
Newburgh Heights, OH 44105
216-641-4654
newburgh-oh.gov

2023-24 RENTAL REGISTRATION INSTRUCTIONS

- **Complete the *2023/2024 Rental Permit Application* and submit supporting documents by March 31, 2023.**
- **NEW: Be sure to read over Ordinance 2021-31 passed October 5, 2021, "Tenant's Right to Pay to Stay".**
- A Rental Permit and registration fee is **required** whether or not financial compensation is received from the tenant/occupant. There is no exception for family members.
- If you received a Rental Waiver in the past you are required to report that the structure is still be utilized as single-family. Complete "**Rental Property and Owner Information"** at the top of the *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.
- Proof of an insurance policy, issued by a reputable insurance company, insuring the structure for 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) before the unit is re-rented.

Each property owner and/or property manager will receive a letter with an inspection date assigned within (30) days of submission of application.

- Inspections will be conducted on Mondays and Wednesdays between 9am-3:30pm. Owners and Property Managers are required to inform tenants when the rental inspection is scheduled. If there is an issue with the date you have been assigned, the Housing & Building Department must be notified at least one (1) business day in advance to reschedule.

Required Fees to Register and Obtain a Rental Permit

$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, 2023.

Payments may be mailed (check/money order), placed in the Village Hall drop-box, or paid on-line at the website, newburgh-oh.gov. Do not send cash. 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.