



City of North Royalton

Mayor Larry Antoskiewicz

Community Development, Building Division

David Smerek, Building Commissioner

11545 Royalton Road, North Royalton, OH 44133

Phone: 440-582-3000

APPLICATION FOR A CERTIFICATE OF RENTAL REGISTRATION One-, Two- and Three-Family Dwelling Units

- Submit one completed application per building or structure. Type or print all information in ink. **Fill in the forms completely. Incomplete forms may delay processing.**
- Certificates of Rental Registration expire on December 31 of the calendar year in which it was issued.
- Applications for Certificates of Rental Registration shall be submitted no later than February 1 of the year for which the application is made or within 30 days of the unit becoming a rental.
- Fees in accordance with C.O. Section 1485.03(f) shall be charged for each rental unit. Applications submitted after the deadlines shall be subject to late fees in accordance with C.O. Section 1485.03(g).
- An inspection shall be scheduled at the direction of the Building Commissioner or Service Director. In the event that an owner and/or manager fail to appear at the time of an arranged inspection, a \$40.00 reinspection fee shall be charged.
- Rental owners are required to file Federal Schedule E (Supplemental Income / Loss for Rental Real Estate) with the Regional Income Tax Agency (RITA) every year.
- The total number of calendar days, or parts of calendar days, that a transient renter occupies a dwelling cannot exceed fourteen (14) days total in any calendar year.
- For information regarding your responsibilities in relation to the Fair Housing Act please contact the Housing Research and Advocacy Center at (216) 361-9240 or visit their website at thehousingcenter.org.

1. ADDRESS OF RENTAL PROPERTY:

Address _____

Zoning District and Ward _____

Permanent Parcel Number _____

2. TYPE OF APPLICATION:

New Rental _____ Renewal Rental _____

Exemption Form _____
Submit documentation substantiating the reason for exemption. Examples of documentation include, tax forms, lease agreement, utility bills, etc.

3. TYPE OF RENTAL AND FEE:

One-family _____	Two-family _____	Three-family _____	Condominium _____
\$50 / \$125 if late	\$75 Fee / \$125 if late	\$100 Fee / \$125 if late	\$50 Fee / \$100 if late

Transient Rental (AirBnb, VRBO, etc.) _____
\$50 / \$125 if late

4. PROPERTY OWNER:

Name(s) _____

Name of Business (if applicable) _____

Address _____

Phone _____

City, State and Postal Code _____

Email (electronic mail) _____

5. RESIDENT AGENT OR PROPERTY MANAGER (IF APPLICABLE):

Name

Name of Business (if applicable)

Address

Phone

City, State and Postal Code

Email (electronic mail)

6. OCCUPANT INFORMATION – UNIT 1:

Tenant Name(s)

Address and/or Unit Number

Phone

Mobile Phone

Number of Persons Living in Unit

Number of Children and Ages

7. OCCUPANT INFORMATION – UNIT 2:

Tenant Name(s)

Address and/or Unit Number

Phone

Mobile Phone

Number of Persons Living in Unit

Number of Children and Ages

8. OCCUPANT INFORMATION – UNIT 3:

Tenant Name(s)

Address and/or Unit Number

Phone

Mobile Phone

Number of Persons Living in Unit

Number of Children and Ages

9. OWNER CERTIFICATION:

I acknowledge that the rental unit(s) have working smoke alarms located on each level, in each bedroom and in outside of each sleeping area, such as a corridor, in the immediate vicinity of the sleeping rooms.

I acknowledge that the rental unit(s) have working carbon monoxide alarms located on each level, in each bedroom and in outside of each sleeping area, such as a corridor, in the immediate vicinity of the sleeping rooms.

I acknowledge that the rental unit(s) comply with all city ordinances, state and federal laws, including but not limited to the Fair Housing Act.

I certify under the penalties of perjury that this application has been examined by me and all of the information contained in is true, accurate and complete.

Owners Signature

Printed Name, Title and Date

Permit Application Number

Building Commissioners Signature and Date