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## APPLICATION FOR RENTAL HOUSING LICENSE

Rental Property Address: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Property Owner's Phone Number: \_\_\_\_\_

Property Owner's Email Address (Required): \_\_\_\_\_

Agent in Charge & Phone Number (If owner resides outside of Cuyahoga County):  
\_\_\_\_\_

Tenants Name and Phone Number: \_\_\_\_\_

Individual to Contact for Inspection:     Owner     Tenant     Agent

FEES: In accordance with section 1365.09 (a) of the Codified Ordinances of the City of Bay Village:

An application for a HOUSING LICENSE shall be accompanied by a non-refundable fee of **\$100.00 per year, per dwelling unit**. The Building Department accepts cash or checks. **Checks should be made payable to the City of Bay Village**. Return this application and fee to the Building Department, 350 Dover Center Road, Bay Village, OH 44140. Per C.O. 1363 (a) inspections are required, as determined by the Building Department.

License will be valid upon the completion of the Annual Inspection and once any violations cited are corrected. All electrical, heating, air conditioning and plumbing work must be completed by a registered contractor.

**Return this application and fee no later than April 1<sup>st</sup> 2021 or an additional late fee of \$75.00 shall be imposed.**

I declare, under penalty of perjury, that this application has been examined by me, is true, correct and complete.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**