

DATE REC.: _____

APPLICATION # _____

LICENSE # _____

RECEIPT # _____

DATE ISSUED: _____

**CITY OF BROADVIEW HEIGHTS BUILDING DEPARTMENT
9543 BROADVIEW ROAD, BROADVIEW HEIGHTS, OHIO 44147
440-526-6864**

**2017 APPLICATION FOR HOUSING LICENSE
(PLEASE PRINT ALL INFORMATION IN INK)**

THIS APPLICATION IS FOR A RENTAL HOUSING LICENSE FOR THE
PREMISES LOCATED AT: _____

1. Number of Dwelling Units: _____
2. INSPECTION REQUIRED: New Rental, Change of Ownership, & Every 3 Years
3. Fees:
 - a. \$50.00 for each Single-Family or Two Family Dwelling Unit
 - b. \$50.00 for each apartment building AND \$20.00 for each apartment unit

\$_____ Total Remitted **(Make checks payable to City of Broadview Heights)**

PAYMENT IS DUE BY JANUARY 31 ANNUALLY
(or 30 days after change of ownership or a new rental)

4. Owner: _____

Phone _____ Address: _____

(NO POST OFFICE BOXES)

City _____ ZIP _____ Email _____

5. Property Manager/Agent/Contact:

If the property owner, does not reside in CUYAHOGA COUNTY, OHIO, or an adjoining County to Cuyahoga County, or if someone other than the owner is taking care of the property, please provide the name, address, phone number and email address of a Property Manager/agent or Contact Person who does reside in Cuyahoga County or an adjoining County. In addition, if the owner of the property is a partnership, a company, corporation, LLC, or religious organization, you must also complete the information below.

Name _____ Telephone _____

Mailing Address: _____

City _____ ZIP _____ Email _____

I declare the information given above is true, correct, and complete.

Signature _____

Date _____.

RENTAL PROPERTY HOUSING LICENSE

General Program Information

This is the application for your Annual Rental Property License. We ask that you completely fill out the application form and return it to the Building Department along with the required fees. Please remember that incomplete applications or applications submitted without the proper fees will not be accepted and returned.

The annual license fee is \$50.00 per rental property and includes all single and two-family dwellings, and apartment buildings. Apartment buildings are also charged \$20.00 for each apartment unit in addition to the \$50.00 fee. If the owner occupies one suite of a two-family unit, then the fees and inspections of the property are not required. If you have acquired a property that you intend to rent, you must obtain a Housing License before the tenants occupy the unit.

All single, two unit, or apartment/condo rental properties are required to have an interior and exterior inspection* every three years, and also upon change of ownership. The inspections will be scheduled when there is Building Department availability. If your property was purchased in the previous twelve months or has been selected for a 2017 Housing License inspection, please contact the Building Department to schedule a time and date for an inspection.

Once inspected and any and all violations are corrected and your rental property is compliant with all Building Code(s) and Ordinances of the City, then your Housing License will be mailed to you. No Housing License will be issued until all violations are corrected and re-inspected by the Building Department. You will have thirty (30) days to correct your violations unless they are safety hazard violations, which must be corrected in ten (10) days. If more than one (1) re-inspection is required for the correction of the violations, a \$15.00 re-inspection fee will be charged before the inspector re-inspects the property.

A Housing License shall be required for each calendar year and expires on December 31st or immediately upon change of ownership.

Please feel free to contact Katherine in the Building Department (440-526-6864) on Monday, Wednesday, or Friday if any further information is needed. The full Rental Property Code is available on the City Web Site at:

www.broadview-heights.org

Go to: Government/ City Council
Quick Link to Codified Ordinances
Part Twelve, Title Six, Chapter 1281.

*This is a visual inspection. The City assumes no liability or responsibilities for failure to report violations that may exist and makes no guarantee whatsoever that any future violations cannot, or will not, occur.