

IMPORTANT RENTAL INFORMATION:

Read this information carefully as you will be held responsible for strict compliance.

PACKET COMPLETION

Failure to complete your rental packet entirely and the inclusion of all required documents and fees will result in the packet being returned. **Any packets postmarked or received after the January 8, 2016 deadline will be subject to a late fee of \$100.00 per unit.** Chapter 1409 of the Codified Ordinances of the City of South Euclid **requires annual registration.** Failure to complete **ALL** required documents in full will result in them being returned, and subject to late fees.

FAILURE TO COMPLY

Failure to comply with the rental registration process, fees, and inspections will result in court action.

RENTAL REGISTRATION PERMIT

Permits are issued for properties that do not have existing violations and that are not due for the triennial inspection. All properties that require a triennial inspection will not be issued a Rental Registration Permit until all violations are completed. A provisional permit may be issued if needed for compliance with CMHA regulations. Missed rental inspections will be subject to a \$25 rescheduling fee, and must be rescheduled by the property owner within thirty (30) days of the original appointment. Failure to do so will result in court action.

LIMITATION ON OCCUPANCY

The occupancy of any dwelling unit shall be limited to one, and only one family. No more than three unrelated people can occupy one dwelling, in accordance with Section 1405.02 of the Codified Ordinances of South Euclid.

DECLARATION OF LOCAL AGENT

All rental property owners residing outside of Northeast Ohio must complete the "Declaration of Local Agent in Charge" form and submit along with all other required documents. This agent will be held liable for code violation compliance and court action on behalf of the property owner. Failure to declare a local agent at the time of registration will result in documents being returned and subject to late fees.

DRIVER'S LICENSE REQUIRED

A driver's license photocopy is required for all property owners and local agents (if applicable). Failure to include this will result in documents being returned and subject to late fees.

VACANT RENTAL UNITS

Rental units that are not being occupied by a tenant on January 1st are not required to register by the deadline date if the notarized "Affidavit for Rental Removal" is submitted by the deadline date. All rental units rented subsequently must be registered **prior to occupancy** under penalty of late fees and court action.

RENTAL REGISTRATION FORMS

All registration forms, including the "Declaration of Local Agent in Charge" and "Affidavit for Rental Removal," are available on the city's website: <http://www.cityofsoutheuclid.com/building-housing/housing-news.html>.

NUISANCE ABATEMENT BY THE SOUTH EUCLID POLICE DEPARTMENT

In accordance with Section 531.09 of the Codified Ordinances of South Euclid, the Chief of Police or his designee, upon finding that two or more nuisance activities have occurred within any 12-month period, may cause a written notice and order to be served on the owner of the property declaring that such property is a nuisance property. The notice and order shall set forth the nature of the nuisances, the estimated costs to abate any future nuisances, and state that the owner may avoid being charged the costs of abatement by taking steps to prevent any further nuisance activity as set forth in this section. The notice shall further state that if a third or subsequent nuisance activity as declared in this section occurs within 12 months of the written notice, the City may abate the nuisance by responding to the activities using administrative and law enforcement actions, and the costs of such abatement shall be assessed on the nuisance property.

**THE CITY OF SOUTH EUCLID
APPLICATION FOR RENTAL UNIT(S)
2016**

Section 1409.02 for the South Euclid Codified Ordinances requires:

2016 Registration Fee \$200.00 per Single Family Unit. \$150.00 for each additional unit (\$100.00 penalty per unit is owed after the due date)

Mail to: City of South Euclid, Housing Department, 1349 South Green Road, South Euclid, Ohio 44121 with payment, plus any applicable fees for each rental dwelling unit.

A SEPARATE APPLICATION IS REQUIRED FOR EACH RENTAL UNIT

Rental Unit Address _____ Suite Number _____

Structure Type: (Circle One) one family two family three family multiple dwelling

Owner: Name _____

Address _____

City, State, Zip _____

Phone: Work _____ Home _____ Cell Phone _____

e-mail _____ Fax _____

Agent or Operator:

Name _____

Address _____

City, State, Zip _____

Phone: Work _____ Home _____ Cell Phone _____

e-mail _____ Fax _____

NOTE: Maximum of three unrelated persons per dwelling unit. See the definition of "family" in housing code.

Head of Household (Principal Tenant) of This Rental Unit - This information must be completed along with all occupants

Name _____

Home Phone _____ Business Phone _____

Cell Phone _____ E-mail _____

Lease Expiration Date _____ Please circle: Annual/Monthly

Third Floor Rental Unit:

This is to certify that no person who occupies the third floor of a two family dwelling structure, stores, cooks or otherwise prepares food in the third floor rental unit, or other common area; that such activities are not permitted; and that appliances or equipment which are used for such activities are not being provided or permitted on the premises.

Other Occupants of this Rental Unit: Name(s)	Relationship to Head of Household	D.O.B.
1. _____	_____	_____
2. _____	_____	_____

I declare that this application has been examined by me and is true, correct and complete to the best of my knowledge; and I understand that this information is necessary for tax purposes. Persons giving false information in this application will be prosecuted per Section 525.02(A) (3) of the South Euclid Ordinances.

Date: _____ Owner Signature: _____

Print Name: _____

Date: _____ (AIC) Signature: _____

Print Name: _____

**Affidavit for Proof of Address and Contact Information
Required for Certificate of Rental Occupancy**

Type of Property: (Check one)

_____ Single Family _____ Two Family _____ Three Family _____ Multiple Dwelling

Property Address

Zip Code

Name of owner or Name of agent in charge (Check one)

Street address of owner/agent in charge*

City

State

Zip

Date of birth of owner or agent in charge

e-mail address

Home Phone

Business/Cell

Fax

I solemnly swear or affirm that I am the _____ owner or _____ agent in charge of the fore mentioned property and that all of the information I have provided in this affidavit is true to the best of my knowledge or belief. I further acknowledge that if I knowingly provide false information it may be considered fraud or another crime under the Codified Ordinances of the City of South Euclid or the State of Ohio Revised Code and I may be prosecuted for such and a conviction could result in fines, imprisonment or both.

Signature of Affiant _____

Subscribed and duly sworn before me according to the law, by the above named applicant this _____ day of _____, 20____ in the City, Village, or Township of _____ State _____.

Notary Public _____

***Attach photocopy of driver's license or state ID card**