

## Declaration of local Agent-in-Charge

\* Fill out this form only if the owner of the rental property lives outside of Cuyahoga County, Ohio

*Effective, March 23, 2009, pursuant to ordinance 18-09, any property in the City of South Euclid owned by someone residing outside of Cuyahoga County must have a resident of Cuyahoga County, designated as a local agent-in-charge (AIC), appointed to oversee the property. Both the property owner and agent-in-charge will receive violation notices and correspondence from the Housing Department and be held responsible for all property maintenance and code compliance, including court compliance.*

\_\_\_\_\_  
Address of property

\_\_\_\_\_  
Zip

Is property currently or expected to be a rental unit: \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Owner of property

\_\_\_\_\_  
Home address of owner \*

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Home phone

\_\_\_\_\_  
Business/cell

\_\_\_\_\_  
Agent in charge (AIC) of property

\_\_\_\_\_  
Home address of agent-in-charge \*

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
AIC phone

\_\_\_\_\_  
Business/cell

\_\_\_\_\_  
Signature of property owner

\_\_\_\_\_  
Signature of agent-in-charge

**\*Please attach a copy of the driver's license or state ID card for both the owner and agent-in-charge.**