

**THE CITY OF SOUTH EUCLID
APPLICATION FOR RENTAL UNIT(S)
2012**

Section 1409.02 for the South Euclid Codified Ordinances requires:

2012 Registration Fee \$200.00 per Single Family Unit, \$150.00 for each additional unit (\$100.00 penalty per unit is owed after the initial 30 day notice. An additional \$100 fee is due if owner did not disclose the rental status of the property and the City of South Euclid determined that the property is being used as a rental dwelling) Mail to: City of South Euclid, Building Department, 1349 South Green Road, South Euclid, Ohio 44121 with payment of \$200, 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" on page two.

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

Name _____

Home Phone _____ Business Phone _____

Pager/ Cell Phone _____ E-mail _____

Occupation _____ Driver License # _____

Date Birth _____ 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.
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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

Name of emergency contact

Phone of emergency contact

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**

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.**