

# CITY OF ROCKY RIVER

## APPLICATION FOR RENTAL LICENSE/CERTIFICATE OF OCCUPANCY

BUILDING DEPARTMENT - 21012 HILLIARD BOULEVARD, ROCKY RIVER, OH 44116 - 440-331-0600

Single Family  Double  Multi-Family  Condominium /Townhouse

Total Num of Units at this address: \_\_\_\_\_ Num for Rent/Lease \_\_\_\_\_ Num Not for Rent \_\_\_\_\_

Note: Each CONDOMINIUM owned by the APPLICANT must have a separate APPLICATION FOR RENTAL LICENSE.

To:

Application Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

FOR THE PREMISES LOCATED AT

\_\_\_\_\_  
ADDRESS OF RENTAL UNIT(S)

SIGNATURE FOR PERMISSION TO INSPECT: \_\_\_\_\_

(OWNER/AGENT)

OWNER/AGENT STREET ADDRESS (MANDATORY): \_\_\_\_\_

CITY/STATE/ZIP (MANDATORY): \_\_\_\_\_

IN ADDITION TO THE MANDATORY ADDRESS, A P.O. BOX MAY BE USED \_\_\_\_\_ ZIP \_\_\_\_\_

OWN/AGENT CONTACT PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_, Email: \_\_\_\_\_

**FEES:** NOTE: Each different Rental Unit Address requires a separate Rental License Application.  
*In accordance with Section 1371.05 of the Codified Ordinances of the City of Rocky River, a Rental License/Certificate of Occupancy application shall be accompanied by a **non-refundable fee** of :*

**One (1) Unit: \$50**

**Three (3) Units: \$100**

**Two (2) Units: \$80**

**Four and More Units: \$100 plus \$25 each unit over 3**

**All units on this Rental License Application must share the same address:**

- The *Rental License* is valid for a period of twelve (12) months.
- Make check payable to the City of Rocky River and return it with this application to the Building Department at the above address. Payment is Non-Refundable.
- Return fee & completed Application to arrive within **FORTY (40)** days (includes a ten (10) day grace period) from the above date. Failure to do so will incur a penalty charge for late payment.

**Caution: A late charge fee of ten (\$10) dollars will be assessed for every (10) days thereafter per unit.**

### **THIS SECTION IS TO BE COMPLETED BY OWNER AND/OR AGENT.**

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

I, the undersigned owner/agent have read and agree to comply with the Codified Ordinances Chapters 1371 and 1340, requiring a Rental License/Certificate of Occupancy for property within the City of Rocky River, including the installation of carbon monoxide and smoke detectors, and the inspection and/or servicing of gas operated furnaces, boilers, hot water heaters and gas appliances on a yearly basis. *Note: Smoke & CO detector operational life span is approx. 7-10 years.*

SIGNATURE: \_\_\_\_\_

(Type or Print Name) \_\_\_\_\_ (Date) \_\_\_\_\_

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**(OFFICE USE ONLY)**

Amount Due \_\_\_\_\_ Date Paid \_\_\_\_\_ Amount Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_

**RENTAL AND TENANT NOTIFICATION REPORT**

City of Rocky River  
21012 Hilliard Boulevard  
Rocky River, Ohio 44116

Property Owner:		Phone:	
Owner's Address:		Phone:	
City, State, Zip:		Email:	

Rental Property Address	Tenant Name(s)	Last 4 Digits of S.S.N. xxx-xx-1234	Move In or Out?	Lease Term	Lease Exp. Date
<i>Sample:</i> 1231 Rocky Lake Dr., Unit A1A	Rocky River Rosy River	6789 4321	In	12 Month	12-31-2018

-- PLEASE TYPE OR PRINT --

This Report may be submitted as an attachment to an email sent to: [rockyriver@rrcity.com](mailto:rockyriver@rrcity.com). Thank you!

***This form is required to be completed by Landlord, per R.R.C.O. 171.0704***