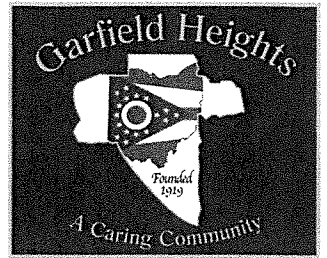


# City of Garfield Heights Building Department

5407 Turney Rd.  
Garfield Heights, Ohio 44125  
Voice: (216) 475-3835 Fax: (216) 475-6081



Date: \_\_\_\_\_

\$100.00 1<sup>st</sup> unit, \$125.00 for two units.

## Application for Residential Rental Unit Certificate of Occupancy

Address of Property to be inspected: \_\_\_\_\_ # of Rental Units \_\_\_\_\_

<u>Owner Information:</u>	email: _____
Full Name: _____	
Mailing Address: _____ (P.O. Boxes not accepted)	D.O.B. _____
City, State, Zip: _____	
Telephone: _____	
<u>Property Manager:</u>	Telephone: _____
Address: _____	City, St, Zip _____
Email Address: _____	

Rental Unit #1 Date of Occupancy: \_\_\_\_\_  
Current # of Occupants: \_\_\_\_\_

Full Name of Head of Household: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

(Use back if necessary for additional names, and telephone)

Rental Unit #2 Date of Occupancy: \_\_\_\_\_  
Current # of Occupants: \_\_\_\_\_

Full Name of Head of Household: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

(Use back if necessary for additional names, and telephone)

I declare this application to be true, correct, and complete. I agree to abide by the rules and regulations set forth by the City of Garfield Heights governing rentals. A copy of this legislation is available upon request.

\_\_\_\_\_  
Signature of Applicant

This is a two sided document. Please continue to the back of this page.

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1. Primary responsibility for grass cutting, shrubbery trimming and property maintenance lies with the property owner. If you have an agreement with your tenant to take care of the property, make sure that they do so.
2. Trash should be kept in approved containers, placed at the curb for collection at the proper time and the containers removed promptly.
3. There is no parking of any vehicles on lawns or other unpaved surfaces. Vehicles may not be parked over sidewalks. Junk, unlicensed or partially dismantled vehicles are prohibited.
4. No grilling is permitted on covered porches or in close proximity to buildings.
5. Keep trash cans out of sight and properly stored in the rear yard, behind the main building.
6. Call the Building Department before starting any installation/renovation.