THE CITY OF PARMA HEIGHTS BUILDING
AND SERVICE DEPARTMENT

FREQUENTLY ASKED QUESTIONS

OWNING RENTAL PROPERTY IN THE CITY OF PARMA HEIGHTS

CITY OF PARMA HEIGHTS
Rental Department
6200 PEARL RD
PARMA HEIGHTS, OHIO 44130

Telephone: 440-842-5043
Fax: 440-843-5818

This pamphlet has been written to answer some of the most frequently asked questions by property owners seeking to rent their property.

What type of certificate do I need to rent my property?

Property is considered a rental property when rented or leased in part or in whole to an individual who is not the owner of the property, whether or not such individual is paying consideration in the form of money or other valuable consideration.

Prior to renting out any residential property in the City of Parma Heights, a Rental Certificate must be obtained. Applications for Rental Certificates are available from the Building and Service Department or they may be printed off the City of Parma Heights website. Go to www.parmaheightsoh.gov. Click on Building Department. Look for forms and click onto Rental application forms.

Once a property owner has submitted a Rental Certificate application and the $100.00 inspection fee, the City of Parma Heights will conduct an exterior property inspection at the rental property to insure compliance with various exterior maintenance, building and safety codes.

If violations are found after said inspection, please be aware certain permits must be obtained through the Building Department before any repairs can be made and any and all contractors must be registered with the City of Parma Heights. You may contact the Building Department to determine what permits are necessary and how to obtain them at 440-884-9607.

A re- inspection fee of $15.00 shall be assessed for any additional inspections needed if violations are not corrected within the amount of time given by the Director of Public Service.

Rental properties are required to register on a yearly basis. Homeowners are sent notification in the month of January to re-register the rental property by March 1st.

I own a duplex and I live in one dwelling unit, but I rent out the other dwelling unit. Do I need a Rental Certificate?

Yes. A duplex, whether it is an up or down or a side by side, has two dwelling units. Accordingly, when one owner lives in one dwelling unit and rent out the other dwelling unit, the owner must obtain a Rental Certificate.

As a property owner, what responsibilities do I have regarding upkeep?

To obtain the required certificate, the property owner is responsible for the exterior maintenance of the following items including but not limited to : fences, railings, chimneys, floors, roofs, decks, foundations, sheds, doors, garages, steps, driveways, public sidewalks, gutters, windows, window

frames, exterior walls, porches, proper storage of refuse and the landscaping and maintenance of the yard area. Further information regarding exterior property maintenance codes may be obtained from the Parma Heights City Ordinance 1363.

Can I assign the grass cutting and yard maintenance duties to my tenant?

Yes. However, even though the property owner and tenant may have an agreement that the tenant will maintain the yard areas of the property, it is still the sole responsibility of the homeowner to ensure the yard is kept clean and landscaped. For example, if a citation is issued for over grown vegetation or high grass, and the property violation is not rectified, the homeowner of the property, not the tenant, will receive the final notice.

The tenants moved out and the property is vacant. Do I need a Rental Certificate?

Yes. Although the property is vacant, if the homeowner has the intention to continue to rent the property in the near future, a Rental Certificate must be obtained. The Rental Certificate enables the homeowner to rent the property during the entire calendar year it is certified. Whenever there is a change of tenants, the new tenant information must be forwarded to the Rental Department.

If I do not plan to continue to rent the property, what is the procedure?

If there is a change in status of the property, the homeowner must notify the Rental Department as soon as possible. Property is not considered a rental property if it is vacant and for sale or if it is owner occupied. It is not necessary to re-register the property with the City if these changes occur.

I have a rental contract through the HCVP –Cuyahoga Metropolitan Housing Authority. Do I need a Rental Certificate with the City of Parma Heights?

Yes. It is a requirement of the HCVP contract to obtain a Rental Certificate with the city of Parma Heights before renting the property through the County program. A list of the HCVP contracts in the City of Parma Heights is forwarded to the Building and Service Department to review. This is to ensure homeowners are meeting the requirement for the HCVP contract.