



City of Parma Heights  
Rental Department  
6281 Pearl Road  
Parma Heights, OH 44130  
P: 440.842.0543, F: 440-843-5818

OFFICE USE ONLY

Registration Fee \$100.00 \_\_\_\_\_  
Late Fee \$ 100.00 \_\_\_\_\_  
Date: \_\_\_\_\_

**Rental Certificate Application**

Rental Property Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Owners Mailing Address: \_\_\_\_\_

Email address: \_\_\_\_\_

Emergency contact number (given to Fire and Police) : (\_\_\_\_) \_\_\_\_\_

Federal Tax ID Number: \_\_\_\_\_

Property Manager Name: \_\_\_\_\_  
(If applicable)

Property Manager Address: \_\_\_\_\_

Date of Lease: \_\_\_\_\_ Number of Occupants: \_\_\_\_\_

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**Checks are to be made payable to the City of Parma Heights and included with the completed application**

If paying on line by credit card, please use the link below. A service fee is charged for this transaction. You must include the printed payment receipt with the application.

<https://www.govpaynow.com/gps/user/cyg/plc/a0046z>

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

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

Must complete second page

**TENANT INFORMATION INSTRUCTIONS**

This information is also used for tax purposes and is **MANDATORY**. The application will not be processed unless accompanied by this information.

**Information must be supplied even if the tenants have not changed from previous registration.** When identifying heads of household and all other occupants, note both first and last names of each person. If the head of household is the legal guardian for any child listed, please indicate that relationship.

**UNIT # 1**

**UNIT # 2**

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Head of Household: \_\_\_\_\_

Head of Household: \_\_\_\_\_

Phone #: \_\_\_\_\_

Phone #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Cell #: \_\_\_\_\_

Number of Persons Living in Unit: \_\_\_\_\_

Number of Persons Living in Unit: \_\_\_\_\_

Other Occupants  
(state age of minor children & relationship)

Other Occupants  
(state age of minor children & relationship)

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

4. \_\_\_\_\_

List Any Occupants over the age of 18

List Any Occupants over the age of 18

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_