CITY OF PARMA HEIGHTS
DEPARTMENT OF PUBLIC SERVICE

RENTAL REGISTRATION APPLICATION

Rental Registration Type- Select One

☐ Single & Duplex Family	☐ Multi-Unit (Apartments)	☐ Condominium

Rental Property Information

1. Address of Rental	
2. Parcel Number	

Property Owner's Information

3. Property Owner Name	
4. Property Owner Address	
5. Property Owner Number	
6. Property Owner Email	
7. Federal Tax ID Number	

Property Management Information

8. Name/Firm	
9. Address	
10. Number	
11. Email	
12. Date of Lease	
13. Number of Occupants	
14. Emergency Contact	Name:
15. Emergency Contact	Number:

16. Does the unit have an outdoor balcony or patio?   ☐ YES   ☐ NO (Condos Only)

17. Is there a garage or assigned parking?   ☐ YES   ☐ NO (Condos Only)

Multi-Unit Apartments	
1. Number of Units	
2. Number of Occupants	
3. Number of Buildings	

Application Fees

Rental Certificate
- Registration Fee is $100.00 due by March 1st annually
- Late Fee is $100.00 after March 1st late fee
- Inspection must pass and all fees paid prior to Rental Certification being issued

Multi- Unit Complex (Apartment Building)
- Registration Fee is due by February 1st annually
- One to four dwelling units, the sum of seventy-five dollars ($75.00)
- Five to 50 dwelling units at the rate of fifteen dollars ($15.00) per unit.
- Dwelling units in excess of 50 at the rate of thirteen dollars ($13.00) per unit.
- The fee for one apartment community shall not exceed the sum of one thousand dollars ($1,000) per year.
- Inspection must pass and all fees paid prior to Rental Certification being issued

Condominium Rental Certificate
- Registration Fee is $100.00 due by March 1st annually
- Late Fee is $100.00 after March 1st late fee
- Inspection must pass and all fees paid prior to Rental Certification being issued

All appropriate fees shall be submitted with application. Fees are not refundable.

Re-Inspection Fee: A fee of fifteen dollars ($15.00) shall be charged for each additional re-inspection.

☐ _____
Applicant's Initials

Acknowledgement & Signature

It is the applicant's responsibility to review and comply with all mandates of the Parma Heights Codified Ordinances relative to this application request. Parma Heights Codified Ordinances can be found on the City's website at www.parmaheightsoh.gov.

Applicant Name (print): _____

Signature of Applicant: _____

Tenant Information Required

Tenant Information Unit 1	
1. Name Head of Household	
2. Address	
3. Phone Number	
4. Number of Occupants	

Other Occupants	
1. Other Occupants Name, Age, & Relationship	
2. Other Occupants Name, Age, & Relationship	
3. Other Occupants Name, Age, & Relationship	
4. Other Occupants Name, Age, & Relationship	

Tenant Information Unit 2	
1. Name Head of Household	
2. Address	
3. Phone Number	
4. Number of Occupants	

Other Occupants	
1. Other Occupants Name, Age, & Relationship	
2. Other Occupants Name, Age, & Relationship	
3. Other Occupants Name, Age, & Relationship	
4. Other Occupants Name, Age, & Relationship	