



CITY OF PARMA HEIGHTS
DEPARTMENT OF PUBLIC SERVICE

RENTAL REGISTRATION APPLICATION

Rental Registration Type- Select One		
<input type="checkbox"/> Rental Certificate	<input type="checkbox"/> Multi-Unit (Apartments)	<input type="checkbox"/> Condominium

Rental Property Information	
1. Location of the Property	
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



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Table with 2 columns and 3 rows under the heading 'Multi-Unit Apartments'. Rows are: 1. Number of Units, 2. Number of Occupants, 3. Number of Buildings.

Application Fees

Rental Certificate

- Registration Fee is \$200.00 due by January 1st annually
Late Fee is \$150.00 after January 1st
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.

Condominium Rental Certificate

- Registration Fee is \$200.00 due by January 1st annually
Late Fee is \$150.00 after January 1st
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 fifty dollars (\$50.00) shall be charged for each 1st re-inspection. An additional \$100.00 for each additional re-inspection thereafter.

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	