

Village of Moreland Hills  
Building Department  
4350 SOM Center Road  
Moreland Hills, OH 44022  
440-248-1188  
[building@morelandhills.com](mailto:building@morelandhills.com)

Initial Registration: \$25.00  
Renewal: \$15.00

## RENTAL DWELLING REGISTRATION

Address of the Rental Property: \_\_\_\_\_

Permanent Parcel Number: \_\_\_\_\_

Owner submitting this registration:

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

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

Mailing Address (if different): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Local Property Management Company, if property owner is located outside of Cuyahoga County, Ohio:

Name of Company: \_\_\_\_\_

Mailing Address of Company: \_\_\_\_\_

Contact information for the person responsible for the security, maintenance, and/or marketing of the rental property:

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

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

Mailing Address (if different): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact information for the person or persons with authority to manage the property:

Name (1): \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name (2): \_\_\_\_\_

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

Mailing Address (if different): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Contact information for the person or persons in control of the rental property:

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

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

Mailing Address (if different): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

I, \_\_\_\_\_, hereby acknowledge and understand that I am required to comply with Chapter 1363 of the Codified Ordinances of the Village of Moreland Hills relating to Rental Dwelling Registration. I further acknowledge and understand that Chapter 1363 imposes certain maintenance responsibilities on the owners of rental property and that I am required to inspect the interior and exterior of the rental dwelling and the land upon which the dwelling is located at least once each calendar year. I agree to provide the Building Inspector, upon request, with a copy of any such inspections.

I understand that this rental dwelling registration must be renewed by **June 1<sup>st</sup>** of each year.

I further understand that I must obtain the Certificate of Inspection required by Chapter 1343 at the time of initial registration and prior to transfer or sale of the above-referenced property.

Name of Owner: \_\_\_\_\_ (Please print legibly)

Signature of Owner: \_\_\_\_\_

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

A separate application must be submitted for each rental dwelling.

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**FOR OFFICE USE ONLY**

Date application and fee received: \_\_\_\_\_

Fee Amount: \_\_\_\_\_

Initial Registration: \_\_\_\_\_

Renewal Registration: \_\_\_\_\_

Received by: \_\_\_\_\_

## **Village of Moreland Hills**

### **Rental Dwelling Information**

**Dwelling:** A dwelling is defined in Section 1121.07 of the Codified Ordinances as any building or portion thereof which is designed or used for residential purposes. The term “dwelling” includes any garage which is physically attached to the dwelling structure.

**Rental Dwelling:** A rental dwelling is defined in Section 1121.07 of the Codified Ordinances as a dwelling where either of the following conditions exist: 1) consideration in the form of money or other valuable consideration is being paid for occupying such units; or 2) a person other than the fee simple owner of the property or his/her family is occupying such unit, whether or not such person is paying consideration. “Family” means immediate family only, spouse, parents, grandparents, children, grandchildren, legal wards, and foster children of the owner or the owner’s spouse.

**Certificate of Inspection Required:** The owner of a rental dwelling is required to obtain a Certificate of Inspection required by Chapter 1343 at the time of initial registration and prior to transfer or sale of the rental dwelling. A rental dwelling inspection is not required for a rental dwelling renewal registration unless the rental dwelling and/or the premises have unresolved Building Code violations.

**Rental Dwelling Escrow Obligation:** If all Code violations relating to a rental dwelling are not corrected prior to transfer of title, an escrow amount must be established by a party to the transfer. The amount of the escrow account is not less than One Thousand Dollars (\$1,000) and equal to one hundred percent (100%) of the estimated costs of repair.

**Registration Fees:** The rental dwelling registration fee is Twenty-Five Dollars (\$25.00) and is pro-rated on a quarterly basis.

**Renewal Fee:** All rental dwelling registrations must be renewed by June 1 of each year, and the cost of the renewal is Fifteen Dollars (\$15.00). A late charge of Twenty-Five Dollars (\$25.00) is assessed for each rental dwelling registration that is not received by June 1<sup>st</sup> of each year.

**Penalty:** Any person violating any provision of Chapter 1343 is guilty of a misdemeanor of the first degree.