

Village of Moreland Hills
Building Department
4350 SOM Center Road
Moreland Hills, OH 44022
440-248-1188
building@morelandhills.com

Initial Registration: \$100.00
Renewal: \$75.00
Late Fee: \$25.00

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 (tenant):

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 1st** of each year. A late charge of \$25.00 shall be paid for each rental dwelling registration that is not renewed by June 1st 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: _____

PROOF OF A HOMEOWNER'S INSURANCE POLICY TO PROTECT AGAINST LIABILITY AND DAMAGE ARISING FROM THE RENTAL OF THE PROPERTY AND IN EFFECT FOR THE PERIOD DURING WHICH THE REGISTRATION IS VALID MUST ACCOMPANY THIS APPLICATION.

A SEPARATE APPLICATION MUST BE SUBMITTED FOR EACH RENTAL DWELLING.

FOR OFFICE USE ONLY

Date application and fee received: _____

Fee Amount: _____

Initial Registration: _____

Renewal Registration: _____

Late Fee: _____

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 means a dwelling, as defined in Section 1123.03(b)(30) of the Codified Ordinances, 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 one (1) or more persons occupying a dwelling unit and living as a single housekeeping unit, provided that unless all members are related by blood, marriage, adoption, guardianship, or are foster children, no such family shall contain over four (4) unrelated persons.

Certificate of Inspection Required: The owner of a rental dwelling within the Village shall obtain the Certificate of Inspection required by Chapter 1343 and submit a rental dwelling inspection request on the form provided by the Building Inspector, authorizing the Building inspector to perform an exterior and interior inspection of the dwelling and the land upon which the dwelling is located. Such inspection is required 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 One-Hundred Dollars (\$100.00) 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 Seventy-Five Dollars (\$75.00). A late charge of Twenty-Five Dollars (\$25.00) is assessed for each rental dwelling registration that is not received by June 1st of each year.

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