

Village of Newburgh Heights

Housing & Building Department

3801 Harvard Avenue, Newburgh Heights, OH 44105

P. 216-641-4654 F. 216-541-2712 E. kpagasuyoin@newburgh-oh.gov



2019/2020 Rental Permit Application

(Codified Ordinance Chapter 1353: Registration and Inspection of Rental Units)

Incomplete forms will not be accepted. Complete an application for each rental property.

Rental Property Information			
RENTAL PROPERTY ADDRESS:			
Is this Property Owner Occupied? Yes No (Please circle)		Are you a CMHA Landlord? Yes No (Please circle)	
Type of Dwelling (Please circle): Single-Family Two-Family Multi-Family		Number of Rental Units:	
Number of Bedrooms per Rental Unit:		Monthly Rent Amount Per Unit:	
Owner Information			
Name:			
Property Owner Address:		D. License/State ID # (provide copy):	
City:	State:	Zip Code:	Phone:
Alt. Phone:	Email:		
Email Receipt/Report: Yes No (Please circle)			
Property Management Information			
Name of Property Management Company:			
Name of Primary Contact/Manager:		Proof of Consent (provide letter/contract): Yes / No	
*Real Estate Broker's License is required in Ohio if property manager is going to lease, rent list, procure prospects or negotiate, assist, operate, manage or rent any building or portion to the public as tenants. Custodians, janitors or caretakers are exempt.			
Address:		City:	Zip Code:
Business Phone:		Primary Contact Phone:	
Email Address of Primary Contact:			
Tenant Information (include ALL persons living at the property in addition to on the lease)			
NAME	Unit (number, up/down, side/side)	Phone	
Disclaimer for Rental Inspection			
<input type="checkbox"/> I agree and consent to an inspection to be conducted by a designee of the Village at the agreed upon date and time as scheduled with the Building Department, and understand missed inspections may accrue a fee. I agree to make all areas of the property accessible for inspection. I will schedule the required inspection within 30 days of applying for a Rental Permit. I understand an inspection is required upon a change of tenant and will contact the Building Department if a change occurs.			
Applicant Signature:			Date:
Payment Information (for office use only)			
Number of Units _____ x \$150.00		Late Fee: \$100.00	Total Amount Assessed: Renewal Year: 2021
Cash/Check:	Application Received By:		
Proof of Insurance:		Property Taxes: Paid or On-Plan with CC	
Date of Inspection:		Time:	
The Rental Registration and Inspection fee is \$150.00 per rental unit. Each Rental Permit/Renewal shall expire at the end of December 31 st of the year following the year in which the Rental Permit/Renewal was issued. Rental Permit/Renewal application and fees are due by March 31st . There shall be a \$100.00 fee assessed for no or incomplete applications and fees submitted past the due date. Fees are non-refundable.			