

Village of Newburgh Heights Housing & Building Department

3801 Harvard Avenue

Newburgh Heights, OH 44105

Monday-Friday, 9am-5:30pm, 216-641-4654

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2019/2020 RENTAL PERMIT INSTRUCTIONS & REMINDERS

Recently, the Village of Newburgh Heights updated Codified Ordinance, Chapter 1353, *Registration and Inspection of Rental Units*. As per Village ordinance, all rental property owners in the Village of Newburgh Heights, are required to obtain a Rental Permit in order to maintain a rental property. The most significant change to current property owners is that as of April 17, 2018, Rental Permits are required to be renewed every other year instead of annually. The 2019/2020 Rental Permit will expire on December 31, 2020 and will need to be renewed by March 31, 2021. Enclosed is an application form and a copy of the ordinance. Additional forms may be found on our website or picked up from the Village Hall lobby.

Remember,

- A registration fee is **required** whether or not financial compensation is received from the tenant/occupant. There is not an exception for family members.
- **Rental property owners living outside of Cuyahoga County must designate an agent.** If the property management company changes you must inform the Village immediately. A signed letter or copy of contract with a property management firm/manager must be submitted with application to show proof of consent to allow the agent to act on behalf of the property owner.
- A 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.
- A copy of your insurance policy, issued by a reputable insurance company, insuring the structure up to its full replacement value is **required**.
- All property taxes must be up-to-date or on a payment plan with the Cuyahoga County Treasurer's Office that can be verified by the Village.
- Rental Inspections are **required** and conducted at time of renewal OR upon change of tenant(s). A property owner may refuse consent to a rental inspection. The Village of Newburgh Heights may seek an administrative search warrant to inspect the subject property upon refusal of a rental inspection. Schedule your Rental Inspection within 30 days of submitting an application.

Following are the **required** fees to obtain a Rental Permit in the Village of Newburgh Heights:

Rental Registration and Inspection of Rental Units

\$150.00 per unit. The fee includes the rental inspection and one (1) re-inspection.

Owner occupied rental properties do not pay a fee for the unit of residence.

***All fees are non-refundable. A late fee of \$100 will be assessed after March 31, 2019.**

Please mail (or drop-off to Village Hall) the 2019/2020 Rental Permit Application, along with all fees and required documents with a check or money order made payable to the Village of Newburgh Heights. Do not send cash. Currently, we are unable to accept credit cards payments. Pursuant to 1353.04, the penalty for failing to register a rental property shall constitute a 1st degree misdemeanor, punishable by up to six (6) months in jail and up to a one thousand dollars (\$1,000.00) fine. Contact the Housing & Building Department if you are unsure if you are required to obtain a Rental Permit.