



Village of Newburgh Heights Housing & Building Department

3801 Harvard Avenue, Newburgh Heights, OH 44105
P. 216-641-4654 Web: newburghheightsohio.weebly.com

Registration of Vacant Dwelling Structures

(Cod. Ord. 1351.07) Annual Registration is \$100.00. Registration is valid 1 year from date of registration.

PROPERTY ADDRESS: _____ **EXPIRATION DATE:** _____

Property Owner: _____ Driver's License #: _____

Property Owner Address: _____

City: _____ State: _____ Zip Code: _____

Property Owner Phone: _____ Email Address: _____

The property located at _____, Newburgh Heights, Ohio is not occupied (vacant). I agree to notify the Building Commissioner within twenty (20) days of any change in the registration information by filing an amended registration. I agree to notify the Building Department when the property is no longer occupied and will obtain a Rental Permit (Ord: 1353.03) if the property is not owner-occupied. Renewal of the Vacant Dwelling Registration is required within one (1) year from approval of application.

Signature of Property Owner: _____ Date: _____

If property owner resides outside of Cuyahoga County a local (office or residency in Cuyahoga County) agent MUST be designated as the legal responsible party for the property.

Property Management Company (if applicable): _____

Primary Contact: _____

Real Estate Broker's License #/Copy of Agreement: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Primary Contact Phone: _____

Email Address: _____

Agent Signature: _____ Date: _____

For Office Use Only

Date Received: _____ Check #: _____ Building Official: _____