CITY OF EUCLID

HOUSING DEPARTMENT

RENTAL LICENSE APPLICATION PROCESS

IMPORTANT INFORMATION PERTAINING TO YOUR APPLICATION AND RESPONSIBILITY AS A BUSINESS OWNER IN EUCLID

If you are a property owner and you intend ***to rent or lease,*** you need to understand and be familiar with all laws and ordinances in the City of Euclid that apply to you. These can be found at ***http://www.amlegal.com/euclid_oh/***

PLEASE FILL IN ALL SECTIONS OF THE RENTAL FORM BY PRINTING LEGIBLY. INCOMPLETE AND MISSING INFORMATION WILL DELAY THE PROCESSING OF YOUR RENTAL LICENSE

ALL INFORMATION MUST BE UPDATED AND COMPLETED IN ITS ENTIRETY EACH YEAR.

IMPORTANT ADDITIONAL INFORMATION

Summary of Rental Property Fees for 1-3 Family Properties

All fees in this summary are pursuant to Euclid Codified Ordinance 1761.05. All fees are set by Euclid City Council.

Initial Rental Registration and Annual Renewal: $200 per unit.
(Example: If you own a 3-family rental property, you will owe a total of $600 for either a new registration or a renewal)

Lapsed Rental Renewal: Late fee of $200 per unit assessed to the $200 per unit lapsed renewal fee.
(Example: If you own a 3-family rental property and it lapses, you will owe a total $1,200)

Illegal Rental Registration: $400
($200 initial registration + $200 nonrefundable charge for renting a property without registering first)

Wasted Trip & No Show Fee: If an inspection is scheduled and the owner/ property manager fails to show up for the inspection or is not able to access the property, they are subject to a $30.00 fee. Fee payment required prior to scheduling the next inspection.

Garbage Collection:

Mattresses / box springs: Must be completely wrapped in plastic and sealed with duct tape prior to pickup
Owners /Agents (NOT tenants) are responsible for trash bins at each owned property. If removed by a former tenant or are missing, the **OWNER/AGENT** must contact **Kimble** to have them repurchased/replaced. The fee is **$75.00** per trash bin and **$65.00** per recycle bin. **Kimble** telephone number is **330-963-5493.**

Garbage Can (ORD# 941.05)
Garbage and recycle containers must be brought out to the tree lawn no earlier than 6pm and brought back after garbage pick-up on the same day. Failure to do so will result in one warning and then a $75 fine per each subsequent infarction.

Animals: All ordinances can be found on the Euclid website in *Chapter 505* of the *Euclid Codified Ordinances*
Specific questions please call 216-289-2057 Animal Control.

Yard Maintenance: Grass is required to be no more than 6 inches high. If your property is cited for tall grass **two** times, it will be placed on the grass watch list and will receive a cut every 10 days at your expense. Once compliance is attained two times in a row and all fees are paid, the property is removed from the grass watch list. All garden beds shall be maintained and weed free. Remove all dead sticks, branches, trees, and shrubs from the yard. Yard and surrounding areas should be free of all debris such as tires, garbage, stones, concrete, building materials, etc.

RENTAL FORM CONTAINS THREE PAGES: 1 INFORMATIONAL PAGE, 1 TAX DEPARTMENT PAGE, AND 1 APPLICATION PAGE.

CITY OF EUCLID
HOUSING DEPARTMENT
RENTAL REGISTRATION APPLICATION

I give consent for an interior and exterior inspection ☐ ***I give consent for an exterior inspection only*** ☐

If the inspection results in a concrete violation, I give permission to mark the appropriate blocks of concrete with a small dot of washable paint for any blocks that need repaired/replaced ***Yes*** ☐ ***No*** ☐

Rental Property Address: _____

Check applicable: New Rental ☐ Renewal ☐

One (1) Family ☐ Two (2) Family ☐ Three (3) Family ☐ Group Home ☐

Name of Owner/Corporation: _____

If Corporation, Statutory agent must be listed: _____

Address of Owner/Corporation: _____

City/State/Zip: _____

Phone #: _____ Cell #: _____

Email: _____

All communication will be handled through email.

Per *E.C.O. 1761.02(b)(2)*, if Owner/Corporation resides outside of Ohio, Owner/Corporation must provide a local manager who resides in or has a place of business in Ohio.

Name of Local Manager: _____

Address of Local Manager: _____

City/State/Zip: _____

Phone #: _____ Cell #: _____

Email: _____

By signing, I declare that this application is true, correct, and complete.

Signature: _____

Printed Name: _____ Date: _____