



INSPECTORS  
Steve Rodriguez  
Joe Verbiar

BUILDING COMMISSIONER  
John Maichle  
5301 Mayfield Road  
Lyndhurst, Ohio 44124  
440-473-5108/Fax: 440-442-7189

SECRETARIES  
Sheila Manfredi  
Kari Link

## RE: 2020 Application for Rental Certificate of Occupancy

April 6, 2020

To Whom It May Concern,

Your rental certification will expire on June 1, 2020 Applications and payment for 2020 are due either received or postmarked by **June 1, 2020** If postmarked after this date, your application is considered late and late fees apply.

**Enclosed, you will find the registration forms that are required to be filled out completely. Before completing your application, please use this checklist to ensure compliance and avoid penalties.**

- P.O. Box addresses are not acceptable.
- Forms **must** be authenticated (signed) by an authorized representative or agent. This means a name must accompany an LLC, Ltd, Incorporated, Company, and Principle/President.
- If the property is no longer a rental, an Affidavit of Removal of Occupancy form must be signed and notarized in order to be removed as a registered rental. *A notary is available at the Building Department during business hours.*
- Tenant information must be included even if the tenant is the same from previous registrations.

Fees are as follows:

- Single Family: \$100.00
- Multi-Family: \$100.00 **per unit**
- Condo/Town Home: \$50.00 **per unit**
- Units currently unoccupied, with the intention to rent, **must** still be registered.
- Fees received after the due date will be doubled.
- Incomplete forms will be returned and shall be subject to the late fee if after the due date.

Certificate of Occupancy is given to registered rentals providing you are current with inspections and registrations. Make checks payable to "City of Lyndhurst." Cash is also accepted. We're always here to assist you with this process. Please contact the Building Department at 440-473-5108 if you require assistance, have questions or concerns.

Thank you,

City of Lyndhurst Building Department

**Individual Application** (see chapter 1388 of the Building and Housing Code for additional information)

Rental Property Address: \_\_\_\_\_

**Owner(s) Information:** \_\_\_\_\_

**Please print legibly**      Owner(s) Name      Owner(s) Address (No P.O. Boxes allowed)

\_\_\_\_\_  
Owner(s), City, State and Zip Code      Owner(s) Home Phone #      Owner(s) Work or Cell Phone #

\_\_\_\_\_  
Email Address

**Partner(s) Information:** \_\_\_\_\_

Please print:      Partner(s) Name      Partner(s) Address

\_\_\_\_\_  
Partner(s) City, State and Zip Code      Partner(s) Home Phone #      Partner(s) Work or Cell Phone #

**Property Manager(s) Information:** \_\_\_\_\_

**Please print legibly**      Manager(s) Name      Manager(s) Address

\_\_\_\_\_  
Manager(s) City, State and Zip Code      Manager(s) Home Phone #      Manager(s) Work or Cell Phone #

**FEES: Single Family \$100.00/Multi Family \$100.00 per unit/Condo-Town House \$50.00 per unit. Checks payable to the City of Lyndhurst. Units currently unoccupied, with the intention to rent, must be registered. Fees received after the due date will be doubled and incomplete forms will be returned and shall be subject to a late fee if after the due date.**

**ALL REGISTRATIONS EXPIRE ON JUNE 1 OF EACH YEAR**

*PLEASE BE ADVISED THAT NO SLEEPING QUARTERS CAN BE LOCATED IN THE BASEMENT UNLESS CODE CONFORMING PROVISIONS ARE IN PLACE.*

Check box if there has been a change in occupancy or an additional tenant of the rental unit since last registration.

The City of Lyndhurst will return receipt of approved registration within 30 days after receipt of application. The registration will be valid for one year upon approval, pursuant to subsection 1388.02(A). \*Re-registration forms will be mailed out the following year or should be requested by the owner(s) of the rental unit(s). Registration is mandatory annually; failure to do so will constitute a separate offense for each day past registration anniversary. It shall be unlawful for any person to file a false registration application with the designated City Official.

\_\_\_\_\_  
Owner's Signature      Date

\_\_\_\_\_  
Co-Owner's/Agent Signature      Date

**\*\*Please make sure you include the following so we may process your application and payment in a timely manner: Registration fee with check made out to the City of Lyndhurst, Rental Application (signed and dated), and self-addressed stamped envelope so we can forward the rental certificate to you.**

**Corporation Application** *(see chapter 1388 of the Building and Housing Code for additional information)*

**Rental Property Address:** \_\_\_\_\_

**Corporation Information:** \_\_\_\_\_  
**Please print legibly** Corporation Name Corporation Address (No P.O. Boxes allowed)

\_\_\_\_\_  
City, State and Zip Code Home Phone # Work or Cell Phone #

\_\_\_\_\_  
Email Address

**Statutory Agent Information:** \_\_\_\_\_  
Please print: Agent(s) Name Agent(s) Address

\_\_\_\_\_  
Agent(s) City, State and Zip Code Agent(s) Home Phone # Agent(s) Work or Cell Phone #

\_\_\_\_\_  
Email Address:

Is this corporation organized under the laws of the State of Ohio \_\_\_ Yes \_\_\_ No?

Is this a foreign corporation \_\_\_ Yes \_\_\_ No?

If a foreign corporation, name place of incorporation \_\_\_\_\_

**Must provide Articles of Organization for LLC and State of Ohio Certificate or application will be returned**

**FEES: Single Family \$100.00/Multi Family \$100.00 per unit/Condo-Town House \$50.00 per unit. Checks payable to the City of Lyndhurst. Units currently unoccupied, with the intention to rent, must be registered. Fees received after the due date will be doubled and incomplete forms will be returned and shall be subject to a late fee if after the due date.**

**ALL REGISTRATIONS EXPIRE ON JUNE 1 OF EACH YEAR**

***PLEASE BE ADVISED THAT NO SLEEPING QUARTERS CAN BE LOCATED IN THE BASEMENT  
UNLESS CODE CONFORMING PROVISIONS ARE IN PLACE.***

Check box if there has been a change in occupancy or an additional tenant of the rental unit since last registration.

The City of Lyndhurst will return receipt of approved registration within 30 days after receipt of application. The registration will be valid for one year upon approval, pursuant to subsection 1388.02(A). \*Re-registration forms will be mailed out the following year or should be requested by the owner(s) of the rental unit(s). Registration is mandatory annually; failure to do so will constitute a separate offense for each day past registration anniversary. It shall be unlawful for any person to file a false registration application with the designated City Official.

\_\_\_\_\_  
Owner's Signature Date

\_\_\_\_\_  
Co-Owner's/Agent Signature Date

***\*\*Please make sure you include the following so we may process your application and payment in a timely manner: Registration fee with check made out to the City of Lyndhurst, Rental Application (signed and dated), and self-addressed stamped envelope so we can forward the rental certificate to you.***

