

**The Rental Registration Application Form is a Word Document in the “Attachments” section of the PDF (below).**



City of Cleveland

Department of Building & Housing

*Working together to make Cleveland a better place to live.*

**Records Administration Telephone Directory :**

Certificate of Occupancy 216-664-2825

Certificate of Disclosure 216-664-2826 or 664-2930

Rental Registration 216-664-2827

Complaint Center 216-664-2007

**Edward Rybka, Director**  
**Department of Building & Housing**  
City Hall 601 Lakeside Avenue #517  
Cleveland, Ohio 44114-1070

**THE CITY OF CLEVELAND MISSION STATEMENT**

*We are committed to improving the quality of life in the City of Cleveland by strengthening our neighborhoods, delivering superior services, embracing the diversity of our citizens, and making Cleveland a desirable, safe city in which to live, work, raise a family, shop, study, play & grow old.*



# Rental Registration Program



**City of Cleveland**  
**Mayor Frank Jackson**

**Department of Building & Housing**

**Rental Registration Program Mission Statement**

*Maintaining the **HEALTH, WELFARE, and SAFETY** of Citizens of the City of Cleveland is the main goal of the Certificate of Rental Registration Program.*

*As Apartment Owner/Manager you have a duty and responsibility to make certain that the quality of life of your tenants conform to the standards of all city and state codes. By providing clean & safe dwelling units you can assist us in the stride of rebuilding and maintaining are neighborhoods.*

### **Q. What is Rental Registration?**

Cleveland Codified Ordinance section 365 requires that all owners, agents or person in charge of any dwelling units or designed or intended to be used as rental dwelling units located within the City of Cleveland, whether or not such units are located within the same structure or any part thereof **must** register and pay rental registration fees of \$35.00 per unit and obtain a certificate of rental registration annually from the Department of Building & Housing for such structures or units. This is a non-refundable fee.

### **Q. What will happen if I do not comply with the ordinance?**

Failure to submit the required fees and obtain a rental registration certificate is a violation of the Housing Code and subject to prosecution and penalties. If found guilty in Housing Court, you will be required to pay the full amount in addition to fines and court cost. The fine can be \$100 per day for each day the payment is delinquent.

### **Q. How will I know when my rental fees are due?**

Renewal notices are mailed to the owner one month prior to the renewal expiration date. The Rental Registration Certificate will be issued when the required fee is paid and it has been determined by the Department of Building & Housing that the structure is in compliance with the City of Cleveland Housing Codes.

### **Q. What if my rental units are vacant?**

If the units are vacant, but habitable, the owner is still required to pay the fee. If the unit (s) is being renovated and the proper permits have been obtained from the Department of Building & Housing, the owner **may** be exempted from the registration fee.

### **Q. What happens if I sell my property?**

The ordinance state that “No person, agent, firm or corporation shall sell, or transfer without furnishing the buyer a current certificate of occupancy, a statement of use, or a certificate of disclosure. The Department of Building & Housing setting forth the authorized use of the dwelling.” In the event that ownership changes without a Statement of Authorized Use and or a Certificate of Disclosure being obtained and fees are delinquent prior to transfer of title, the former and New owner will be issued a violation notice and prosecuted in Housing Court.

### **Q. How do I resolve delinquent rental fees at the time of transfer?**

You can pay the delinquent fees or have the title company submit to the City of Cleveland a notarized letter stating the rental fees will be placed in escrow and paid to the City of Cleveland when title transfers.

### **Q. Explain the documents that are required when transferring residential properties?**

A **Statement of Authorized Use/Code Letter** is required when transferring a residential property with Five or more dwelling units.

A **Certificate of Disclosure** is required for when transferring a residential property with 1-4 dwelling units.

### **Q. How do I find out more about the Rental Registration Program?**

For additional information on how to receive your rental registration application packet, or any other questions, you may contact Records Administration at 216-664-2827/or 216-664-2825