



**APPLICATION FOR RENTAL LICENSE-Apartment buildings**

Name of apartment complex: \_\_\_\_\_ PPN: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Property address(es): \_\_\_\_\_, North Olmsted, Ohio 44070

- To submit an **application for rental license**, complete all sections below and submit the completed application with the applicable permit fee. License fees for apartments buildings are \$100 base plus \$20 each dwelling unit. Make checks payable to the City of North Olmsted.

**Section 1-Property Owner of legal record:**

Name: \_\_\_\_\_ PH \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Physical address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
(must be the actual physical street address where Corporate Officer/Owner resides and may **not** be a PO box)

Mailing address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
(if different than the physical address)

Ohio Statutory Agent: (If a limited partnership, corporation, limited liability company, or foreign corporation) or General Partner to receive notices (if Owner is a General Partnership)

Name: \_\_\_\_\_ PH \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Section 2-Agent or Manager (non-resident):** Company name: \_\_\_\_\_

Contact: \_\_\_\_\_ PH \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Section 2-Agent or Manager (on site):** Company name: \_\_\_\_\_

Contact: \_\_\_\_\_ PH \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Section 2-Maintenance Manager:** Company name: \_\_\_\_\_

Contact: \_\_\_\_\_ PH \_\_\_\_\_ Cell \_\_\_\_\_ Email \_\_\_\_\_

Address: Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**Section 3-Rental Property Information:**

Number of suites/rental units on property: Eff. \_\_\_\_\_ 1BR \_\_\_\_\_ 2BR \_\_\_\_\_ 3BR \_\_\_\_\_ Total \_\_\_\_\_

Provide the address of all other rental units owned or managed by the Owner and located in the City of North Olmsted. This provision includes disclosure of all properties titled to an entity, regardless of name, that the applicant and/or owner has an interest in. For example, an owner who has a legal interest in multiple corporations that, in turn, hold title to multiple rental units must disclose the existence of all rental units in North Olmsted, regardless of legal title.

Street address(es) of all other rental properties owned or managed by the Owner within the City of North Olmsted:

(attach a separate sheet with list if required) [ ] \_\_\_\_\_ check and initial if there are no other rental properties

**Section 4-Acknowledgement:**

Any person or corporation failing to register a rental property, violating provisions of Chapter 1319 (Licensing of Rental Units and Transient Rental Regulations), or submitting this application with false or misleading information is guilty of violating Chapter 1319 of the North Olmsted Codified Ordinances, a misdemeanor of the fourth degree, and subjected to a penalty of up to thirty (30) days in jail and a fine up to \$250.00 for each day of the violation.

I certify that the information given herein is true and complete to the best of my knowledge.

\_\_\_\_\_  
Owner/Statutory Agent/General Partner Signature    Printed Name and Title of Owner/Statutory Agent/General Partner    Date