



Property Information

- 1. Property address: _____
- 2. Date purchased: _____

Applicant Information

- 3. Name of Applicant/s: _____
- 4. Phone Numbers: H _____ C _____ W _____
- 5. E-mail address: _____

Documentation

The application must be complete with all necessary attachments to be processed. The City will also independently verify information as needed.

- 6. **Attach evidence that the applicant is the property “owner”.** Provide a certified copy of a deed with the appropriate name(s) of the transferee/owner(s), showing that the deed has been recorded with the Cuyahoga County Recorder.
- 7. **Attach evidence that the applicant is an “occupant”.** Provide a signed and notarized affidavit signed by the person claiming to be an “occupant” as defined on page 2 for at least two years, PLUS copies of two or more of the following:
 - an electric or natural gas utility bill with the name of the occupant at the property
 - a valid Ohio driver’s license showing the address of the property in the name of the occupant
 - a voter registration card issued by the Cuyahoga County Board of Elections showing the address of the property and the name of the occupant
 - a valid passport showing the address of the property in the name of the occupant
 - a signed IRS 1040 tax form filed for the most recent tax year with the occupant as the taxpayer at the address of the property
 - Other documentation as deemed appropriate by the City’s Law Department
- 8. Attach proof of attending City sponsored landlord training classes.
- 9. I am asserting that this property or any other property I own in Shaker Heights has not been declared a nuisance by The City of Shaker Heights. _____(Initial)

Sign & Date

The City reserves the right to investigate whether a person in the program is an “owner occupant” at any time during the subject period if the City has reason to believe that the person may not be an owner or may not be an occupant, as defined on page two of this application. By signing, I/we agree to cooperate in any such investigation, and to provide other proof as may be reasonably requested by the City.

All information and supporting documentation supplied to The City of Shaker Heights is accurate to the best of my knowledge and belief. I understand that providing false information may violate Federal, State, and local laws and be punishable and as such will invalidate this application.

Signature of Applicant

Signature of Applicant

Date

Date



General Information

To qualify for the \$5,000 Winslow Road Pilot Grant:

- Applicants must have owner occupied the property for at least 2 years.
- Applicants must have attended City sponsored landlord training classes.
- Owners of properties declared public nuisances will not be eligible for the grant.

If you have any questions, contact The Department of Neighborhood Revitalization at 216-491-1370.

Definition of Owner-Occupancy

“Owner Occupant” – An “owner” is defined solely for the purposes of this City Program as a person or persons who hold title to a property in one or both of their names, or who hold title as the sole beneficiaries of a trust that is named on the property title. An “occupant” is defined solely for the purposes of this City Program as a person whose primary place of residence is at the property; that is, the property where they are said to occupy is the location where the person spends a majority of the time during the period of occupancy for living, sleeping, eating, cooking, and other typical daily activities compared to any other residential dwelling unit. An “owner occupant” is therefore defined, solely for the purposes of this City Program, as a person who is both an owner and occupant meeting the definitions above.

An “owner” is **not**, for purposes of this definition, any of the following:

- tenant
- lessee or joint lessees
- land contract purchaser
- vendee or purchaser, whether they are in possession or not
- mortgagee or receiver, whether in possession of the property or not
- an entity that is not an individual person, or a firm, corporation, for profit or not for profit, or fiduciary whether or not they are directly in control or possession of the property
- any person in possession who does not hold title
- an agent of an owner or of any person named above

An “occupant” is **not**, for purposes of this definition, any of the following:

- a person who lives, sleeps, cooks and/or eats a majority of the time for the period being considered at a different property
- a person in control or possession of a property who does not live at the property

City Review & Approval

Application Approval

Property address: _____

Reviewed by: _____ Date: _____ Approved: Y ____ N ____

If denied, state reason: _____
