



SHAKER HEIGHTS

YEAR: 2019

**Housing Rental License (Certificate of Occupancy)
Exemption Form Occupancy Status**

There is no charge for this form if submitted by February 1 of the year stated above. The fee for an exemption form submitted after February 1 is \$200.00. If any unit at an exempt dwelling is rented during the year, a Housing Rental License must be obtained within 30 days, or a late charge that doubles the regular application fee will apply.

First Floor Address OR Side One Address: _____

Name of Head of Household: _____ Phone #: _____

Relationship of Head of Household to Property Owner: _____

Full Names of <u>ALL</u> Occupants	Age	Social Security # (Optional)	Relationship to Head of Household

CHECK HERE IF THIS IS A SINGLE FAMILY HOUSING RENTAL LICENSE EXEMPTION FORM.

Second Floor Address OR Side Two Address: _____

Name of Head of Household: _____ Phone #: _____

Relationship of Head of Household to Property Owner: _____

Full Names of <u>ALL</u> Occupants	Age	Social Security # (Optional)	Relationship to Head of Household

Name (owner/agent) _____
(Please Print)

Residence Address _____

City _____ State _____ Zip _____

E-Mail Address _____

Telephone Number (____) _____ Social Security # (optional) _____

I affirm that the above dwelling units are not being used for rental purposes and there are no tenants residing therein. I further understand and agree that if I determine to change the occupancy status and to rent such dwelling, either in whole or in part, I am required to immediately notify the City and obtain a Housing Rental License. The information provided herein is true, correct, and complete to the best of my knowledge, and I understand that any false statement, or use of this property as a rental without a Housing Rental License could result in criminal prosecution.

Date _____ Signature _____