

City of Seven Hills Building Department

7325 Summitview Drive

Seven Hills, Ohio 44131

216.524.4427

FAX 216.525.6283

Rental Property Registration

Rental Property Information/Address:

* _____

Single Family Dwelling

Multi Unit Dwellings Residential

Total Number of Dwelling Units _____

Property Owner/Agent Information

Name _____

Address _____

Phone _____

Email _____

Acknowledgement of Finance Dept Requirements.

_____ Initial

Number of Adult Occupants _____

Number of Children (under 18) _____

Rental Registration Fee \$100.00

Plus \$50 per unit up to a \$2,100 Maximum
Annually—SHCO 1146.02(b) by January 31 of
each year

**A Late Fee of \$100 will be due if received
after February 1**

Total Rental Fee Due: _____

Inspection Details

Exterior Inspection Date: _____

Time: _____

Interior Inspection Date: _____

Time: _____

Inspector: _____

New Rental Property Registration

Annual Renewal Rental Property Registration

Signature of Owner/Agent _____

Building Commissioner _____

Date _____ App Number _____ Receipt _____

City of Seven Hills
Rental Registration
Finance Department Requirements

Occupant List

Adults Full Name & Tenant Address (please print)

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Occupancy Date: _____

RENTAL INSPECTIONS

INTERIOR INSPECTIONS CONSISTS OF BUT ARE NOT LIMITED TO:

Walls, floors, doors, cabinets and associated hardware

Furnace, hot water tank, and a/c

Plumbing system

Electrical System

Mechanical System

Smoke and carbon monoxide detectors

No basement bedrooms (unless code compliant)

EXTERIOR INSPECTIONS CONSISTS OF BUT ARE NOT LIMITED TO:

Yard areas to be free of trash, debris and accumulations

Maintenance of grass, hedges and shrubbery

Siding, windows, doors, trim, soffits and fascia

Porches, fences and all accessory structures must be maintained and kept in good condition

Masonry including foundations, stairs, porches, chimneys and chimney caps in good condition

Roof coverings must be in a weather tight condition

Walks, driveway, stairs free of cracking and damage. Including apron and city walks

All outside painted surfaces must be free of cracking, peeling, blistering or other signs of deterioration