

The Village of Northfield Building and Zoning Department

199 LEDGE ROAD, NORTHFIELD VILLAGE, OHIO 44067

Phone 330 468 4363; Fax: 330 908 7014

Harold Jason Walters, Building and Zoning Inspector

RENTAL CERTIFICATE AND INSPECTION APPLICATION

Applications are required to be filed prior to May 1 of each year. The annual application fee is \$100. If the property has a tenant and the application is not filed prior to May 1, the fee is \$150.

The above fees cover the Rental Certificate Application fee, the initial property inspection, and the first inspection to ensure compliance as to violations noted on the original inspection report. The fee for any required subsequent inspections pertaining to that year's application shall be \$25.

A Rental Certificate will not be issued unless a current Exterior Inspection Rental Certificate is obtained and the property is current on its Village sewer maintenance fee account.

Properties that have received a Rental Exterior Inspection Certificate and corrected all violations indicated thereon are relieved of the obligation to obtain an Exterior Rental Inspection (but still need to receive a Rental Certificate) for the year in which the rental inspection certificate was issued and the year after.

Cash or checks are accepted. Clean Rental inspections are good for two years and will be noted on certificate.

Applicant to Complete the Following:

I hereby make application in accordance with Chapter 1446 of the Codified Ordinances.

Name of Property Owner _____

Property Address _____

SS# or EIN of Property Owner _____

Property Owner or Agent (if applicable) _____

Property Owner/Agent Street Address of _____

City, State, Zip Code _____

Phone # _____ Email: _____

Names of Tenants (if presently rented) _____

SS#s of Tenants _____

Name of Applicant

Applicant's Signature

This Section Be Filled Out by the Building Dept. Application Date: _____

Exterior Inspection Needed Y _____ N _____