CITY OF BEREA
11 Berea Commons, Berea, Ohio 44017
(440) 826-5812

2016 LEASING PERMIT APPLICATION

October 1, 2016– September 30, 2017
(Section 201.20 – Berea Zoning Code)

Application/Inspection Fee: $25

OWNERSHIP INFORMATION:

Address of Leased Property: _____

Owner of Property: _____ **Phone :(____)** _____
E-mail Address: _____

Mailing Address of Owner: _____

Agent (if any): _____ **Phone:(____)** _____

Do you own any other properties in Berea in which you do not reside? ☐ **Yes** ☐ **No**

If yes, please list other property addresses you own in Berea: _____ ☐√ *if leased property;*

_____ ☐√ *if leased property;* _____ ☐√ *if leased property*

If more space is required, please attach additional addresses of property you own on a separate sheet of paper

LEASED PROPERTY INFORMATION:
Are you current on your water bill for the property you intend to lease?

☐ **Yes** ☐ **No** **(if NO what is the amount due_____)**

Note: a leasing permit may be denied to any property owner that is past due on water bills.

PLEASE READ AND SIGN BELOW:

THE LEASING APPLICATION SUBMITTAL DEADLINE IS DECEMBER 31, 2016 (You **MUST** submit your application and fee by **December 31, 2016**, or be subject to prosecution.)

- ○ CHECK HERE IF THIS PROPERTY IS OCCUPIED BY A PERSON WHOSE NAME IS ON THE DEED
- ○ CHECK HERE IF THIS PROPERTY IS VACANT
- ○ CHECK HERE IF THIS PROPERTY IS UP FOR SALE OR IF IT IS NOT YOUR INTENT TO LEASE THE PROPERTY BETWEEN OCTOBER 1, 2016 AND SEPTEMBER 30, 2017

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

I realize that any false or misleading information may subject me to prosecution under Ohio Revised Code Section 2921.13.

_____ _____
Signature of Owner(s) *Date*

Please see reverse side to complete tenant info and view leasing requirements

OVER

No. of Dwelling Units:_____ **No. of Off-Street Parking Spaces Available:_____**

Unit #:_____ or Up/Down

INDIVIDUAL OCCUPANT INFORMATION-Unit 1 **No. of Bedrooms: ___ No. of Occupants: ___**
(REQUIRED)

OCCUPANT'S NAME:_____ Phone:(____)_____

Vehicle: Year:_____ Make:_____ Model:_____ License Plate No.:_____

OCCUPANT'S NAME:_____ Phone:(____)_____

Vehicle: Year:_____ Make:_____ Model:_____ License Plate No.:_____

OCCUPANT'S NAME:_____ Phone:(____)_____

Vehicle: Year:_____ Make:_____ Model:_____ License Plate No.:_____

***IF THE PROPERTY IS A DUPLUX, PLEASE COMPLETE THE BOX BELOW AS WELL:**

Unit #_____ or Up/Down

INDIVIDUAL OCCUPANT INFORMATION – UNIT 2 **No. of Bedrooms: ___ No. of Occupants: ___**
(REQUIRED)

OCCUPANT'S NAME:_____ Phone:(____)_____

Vehicle: Year:_____ Make:_____ Model:_____ License Plate No.:_____

OCCUPANT'S NAME:_____ Phone:(____)_____

Vehicle: Year:_____ Make:_____ Model:_____ License Plate No.:_____

OCCUPANT'S NAME:_____ Phone:(____)_____

Vehicle: Year:_____ Make:_____ Model:_____ License Plate No.:_____

LEASING REQUIREMENTS AND REGULATIONS

A Leasing Permit is required except in cases where **a person whose name is on the deed** resides in the dwelling unit. No owner, renter, tenant or regular occupant of any single family or two family dwelling shall rent, lease, or regularly occupy a dwelling unit without first obtaining a Leasing Permit. A dwelling, subject to the leasing permit ordinance, may not be occupied until a permit is obtained. Each dwelling unit may be occupied by a family (related by blood, marriage or adoption) – or – by no more than **three** unrelated persons.

Owners may be cited for failing to apply for a permit. Occupants may be cited for occupying the dwelling without a permit. Either party, upon conviction, is guilty of a misdemeanor of the fourth degree.

The owner is required to provide the names of the occupants, the number of occupants that will occupy the dwelling, the number of motor vehicles regularly used by the prospective occupants, and the make, model and license plate numbers of all vehicles regularly parked in the off-street parking area that is the subject of the Leasing Permit. Once a permit is issued, the owner or occupant is required to notify the City if there is a change in occupants or vehicles.

The City of Berea Building Department will inspect each dwelling unit to determine whether the unit is of adequate size for the proposed number of occupants; whether the off-street parking area is adequate to accommodate the proposed number of motor vehicles; whether the unit and its exterior comply with the Exterior Property Maintenance Code; and whether the unit satisfies the provisions of Part Thirteen of the Codified Ordinances of the City of Berea.

A leasing permit is valid from the date of issuance to September 30th of each year. Owners are required to obtain a permit each leasing cycle (October 1st-September 30th), however inspections are only conducted every other leasing cycle.