



Department of Building, Zoning & Housing
 26789 Highland Road
 Richmond Heights, Ohio 44143-1429
 216-383-6312 Fax: 216-383-6319
 richmondheightsohio.org

RENTAL RENEWAL FEE

Rental Property Address: _____ **Date:** _____

Payment For Calendar Year _____

Owners Name: _____		Email: _____	
Owners Address: _____		(City)	(State)
		(Zip)	
Owners Home Phone: _____	Owners Cell Phone: _____		
Social Security Number: _____		Driver Licenses Number: _____	
Property Manager (if applicable): _____		Firm: _____	
Address: _____		(City)	(State)
		(Zip)	
Work Phone: _____	Home Phone: _____	Cell: _____	
Email: _____			
Tenant: _____	Phone: _____		
Co Tenant: _____	Phone: _____		
Child _____	Age _____		
Child _____	Age _____		
Child _____	Age _____		

No invoices or bills will be sent for the annual renewal fee; the fee is due by December 31st for the following year's registration. If payment is made after the 1st of January then a one hundred and twenty five dollar late fee will be added to the total amount due per (1306.02 Certificate of Authorized Occupancy)

Annual Renewal: If received prior to January 1st\$150.00
If the fee is paid after January 1st\$275.00

(Cash or checks payable to: City of Richmond Heights)
 26789 Highland Rd
 Richmond Heights, Ohio 44143-6312

Owner Signature

Date