



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 31<sup>st</sup> for the following year's registration. If payment is made after the 1<sup>st</sup> 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 1<sup>st</sup> .....\$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