



City of Fairview Park
 Building Department
 20777 Lorain Road
 Fairview Park, Ohio 44126
 440-356-4405 (Bus.)
 440-356-4404 (Fax)

RENTAL DWELLING LICENSE APPLICATION

In accordance with Section 708 of the Codified Ordinances of the City of Fairview Park, an application for a Rental Housing License shall be accompanied by a nonrefundable fee of one hundred dollars (\$100.00) per "independent living quarter". Please make checks payable to the City of Fairview Park and return this application to the Building Department at 20777 Lorain Road, Fairview Park, Ohio 44126.

<u>ADDRESS OF RENTAL UNIT:</u>	Apt./Unit # (If Applicable)
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IDENTIFY TYPE OF STRUCTURE:

Single Family Condominium Two Family Three Family Owner Occupied?

PROPERTY OWNER:

First Name	Middle Initial	Last Name
Address		
City	State	Zip Code
Home Phone #	Cell Phone #	Email Address

CUSTODIAN INFORMATION (Name of person responsible for lawn care, litter and snow removal):

Name	Work Phone	Cell Phone
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TENANT INFORMATION (Head of Household):

First Name	Middle Initial	Last Name
Home Phone #	Cell Phone #	Email Address

Additional Occupants:			
First Name	Last Name	Relationship	Age

An inspection of your rental property is required prior to the license being approved. Upon mailing your application and fee to the City, please contact the Building Department at 440-356-4405 to schedule an inspection. Inspections are scheduled Monday through Friday between the hours of 9:00 a.m. and 4:00 p.m.

LIST ADDITIONAL SUITE/TENANT INFORMATION

ADDITIONAL OCCUPANTS:			
First Name	Last Name	Tenant's Property Address or Suite #	Over 18? (Please Circle)
			Y N
			Y N
			Y N
			Y N
			Y N
			Y N
			Y N
			Y N
			Y N
			Y N

Rental Housing Inspection Checklist

The rental inspection checklist serves as an effective guide for rental property owners to refer to before their scheduled inspection. A complete list of the guide can be downloaded from www.fairviewpark.org/departments/building.php

- Smoke Detectors Operational
- Furnace Functioning Safely
- Water Heater Installed Safely
- Toilets, Sinks, Bathtubs & Showers Functioning as Designed
- General Plumbing Not Leaking
- General Electrical – Lights and Outlets Functioning Safely in Accordance with Existing Codes
- Electrical Panel – Identifying Disconnecting Means
- Stairways/Handrails
- Windows/Operational/Not Broken
- Exterior Doors in Good Repair and Secure
- Rooms/Walls Intact/No Peeling Paint
- Building Exterior in Good Repair and Not Creating Blight
- Yard Free of Debris and Unsightly Objects

Code Violations:

If the Building Inspector determines that there are code violations that need to be addressed, a notice will be sent to the property owner/manager outlining the violations. It is ultimately the property owner's responsibility to correct those issues noted in the inspection report even if the violations were caused by the tenant.