



# CITY OF BROOKLYN

7619 Memphis Avenue, Brooklyn, OH 44144  
Phone 216-351-2133 Fax 216-351-5800

## RENTAL DWELLING LICENSE APPLICATION

JULY 1, 2017 THROUGH JUNE 30, 2018

**\*\*\*\*\* INFORMATION IN BOLD IS REQUIRED \*\*\*\*\***

RENTAL PROPERTY LOCATION: \_\_\_\_\_

FEE: 1-3 units: \$100.00                      4 or more units: \$100.00 plus \$25.00 per unit to a maximum of \$3,000.00

**TOTAL NUMBER OF DWELLING UNITS:** \_\_\_\_\_ **Fee Total:** \_\_\_\_\_

NATURE AND EXTENT OF APPLICANT'S INTEREST IN PROPERTY: Owner, Manager, Other (CIRCLE ONE)

OWNER INFORMATION:

**ADDRESS:** \_\_\_\_\_

**HOME PHONE:** \_\_\_\_\_ **CELL PHONE:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

IF THE PROPERTY IS OWNED BY A TRUST, BUSINESS TRUST, ESTATE, PARTNERSHIP, LIMITED PARTNERSHIP, LLC, ASSOCIATION, CORPORATION, OR ANY OTHER BUSINESS ENTITY, PLEASE DISCLOSE THE NAME OF THE TRUSTEE, EXECUTOR, GENERAL PARTNER, MEMBER, MANAGER, ASSOCIATE, OR OFFICER, WHICHEVER APPLIES:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**IF OWNER LIVES FURTHER THAN 25 MILES FROM PROPERTY**

AGENT IN CHARGE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

The applicant hereby certifies that he / she is the applicant named above and that he / she is authorized by the owner(s) to operate the building above described in compliance with the City of Brooklyn Property Maintenance and Rental Licensing Code and with all laws, ordinances, rules, and regulations applicable to such building or its operation.

**Date:** \_\_\_\_\_ **Signature of Applicant:** \_\_\_\_\_

Pursuant to Section 1360.16 any rental dwelling **license not secured by July 15, 2017** shall incur a late fee of one hundred dollars (**\$100.00**).

The City of Brooklyn accepts CASH, CHECK OR CREDIT CARD payments.

Check made payable to City of Brooklyn. PLEASE DO NOT MAIL CASH PAYMENTS.

If paying by Credit Card: Contact person name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

IF PAYING BY CREDIT CARD FORM CAN BE EMAILED TO DNEAL@BROOKLYNOHIO.GOV

Please contact the Building Department at (216) 635-4203 for further information.