



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

## **LEASING PERMIT APPLICATION**

October 1, 2006 – September 30, 2007

Section 201.05 – Berea Zoning Code

Annual Application Fee: \$25

### **OWNERSHIP INFORMATION:**

Address of Rental Property: \_\_\_\_\_

Owner of Property: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Mailing Address of Owner: \_\_\_\_\_

Agent (if any): \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

### **TENANT INFORMATION:**

No. of Dwelling Units: \_\_\_\_\_ No. of Off-Street Parking Spaces Available: \_\_\_\_\_

No. of Bedrooms Per Unit: \_\_\_\_\_ Unit #1: \_\_\_\_\_ Unit #2: \_\_\_\_\_

No. of Tenants Per Dwelling Unit: \_\_\_\_\_ Unit #1: \_\_\_\_\_ Unit #2: \_\_\_\_\_

#### **INDIVIDUAL TENANT INFORMATION – UNIT I**

*(REQUIRED)*

TENANT'S NAME: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Vehicle: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate No.: \_\_\_\_\_

TENANT'S NAME: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Vehicle: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate No.: \_\_\_\_\_

TENANT'S NAME: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Vehicle: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate No.: \_\_\_\_\_

TENANT'S NAME: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Vehicle: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate No.: \_\_\_\_\_

**INDIVIDUAL TENANT INFORMATION - UNIT 2**  
(REQUIRED)

**TENANT'S NAME:** \_\_\_\_\_ **Phone:**(\_\_\_\_) \_\_\_\_\_

**Vehicle: Year:** \_\_\_\_\_ **Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **License Plate No.:** \_\_\_\_\_

**TENANT'S NAME:** \_\_\_\_\_ **Phone:**(\_\_\_\_) \_\_\_\_\_

**Vehicle: Year:** \_\_\_\_\_ **Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **License Plate No.:** \_\_\_\_\_

**TENANT'S NAME:** \_\_\_\_\_ **Phone:**(\_\_\_\_) \_\_\_\_\_

**Vehicle: Year:** \_\_\_\_\_ **Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **License Plate No.:** \_\_\_\_\_

**TENANT'S NAME:** \_\_\_\_\_ **Phone:**(\_\_\_\_) \_\_\_\_\_

**Vehicle: Year:** \_\_\_\_\_ **Make:** \_\_\_\_\_ **Model:** \_\_\_\_\_ **License Plate No.:** \_\_\_\_\_

A dwelling subject to the leasing permit ordinance may not be occupied by a tenant 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. Tenants may be cited for occupying the dwelling without a leasing permit. Either party, upon conviction, is guilty of a misdemeanor of the fourth degree.

The owner is required to provide the names of the tenants, the number of tenants that will occupy the dwelling, the number of motor vehicles regularly used by the prospective tenants, 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. An inspection is made every other year. Once a permit is issued, the owner or tenant is required to notify the City when there is a change in tenants or their 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; and whether the off-street parking area is adequate to accommodate the proposed number of motor vehicles; and 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 30 of each year. Owners are required to obtain a permit every year. Inspections are conducted every other year. Starting in 2006, properties in Ward 2 and Ward 3 will be subject to inspections in even-numbered years. Properties in Wards 1, 4 and 5 will be subject to inspection in odd-numbered years, starting in 2007.

**PLEASE READ AND SIGN BELOW:**



**CHECK HERE IF THIS PROPERTY IS NOT A RENTAL PROPERTY**

**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*

*Address of subject property:* \_\_\_\_\_