



How to Register Non-Owner-Occupied Properties

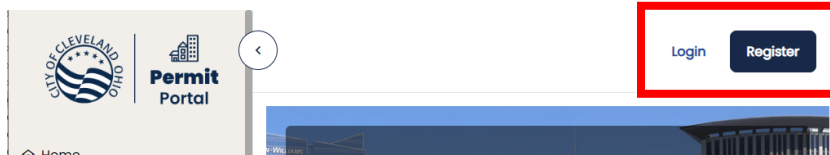
1. Access the Permit Portal

- Scan the QR code to the right.
- Or visit <https://coc-prod-publicportal.accela.com>



2. Create or Login to Your Account

- New Users: Click Register to create an account.
- Existing Users: Click Login. If you forgot your password, click "Forgot Password".



Log In

Username

Password

[Forgot Your Password?](#)

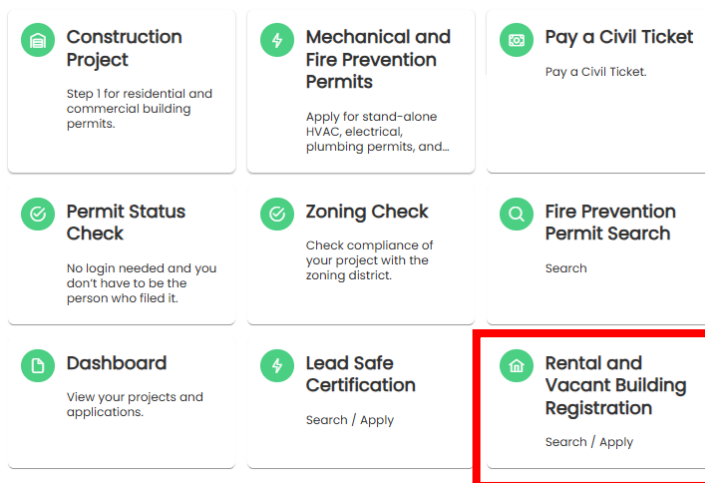
Log In

3. Log In

- Log into your account using your credentials.

4. Navigate to the Rental Registration Application

- Select Rental and Vacant Building Registration card.



Need help? Visit the Rental Registration Help Page.

<https://www.clevelandohio.gov/city-hall/departments/building-housing/divisions/records-administration/rental-registration>





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5. Accept the Disclaimer

- Read and accept the disclaimer by checking the box, then click Continue Application.

6. Start Registration

- Select Rental Registration and click Continue Application (bottom of screen).

7. Enter Property Details

- Input the Street Number and Street Name only, then click Search.
- Confirm the information, then click **Continue Application**.

A screenshot of the City of Cleveland Permit Portal. The header includes the City of Cleveland logo, "Permit Portal", and "City of Cleveland Permit Portal". Below the header is a navigation bar with "Home", "Building and Housing", "Assessments and Licenses", and "Public Health". Under "Building and Housing", there are links for "Search Building Records" and "Permits and Registrations". The main content area is titled "Select a Record Type" and features a search input field with a "Search" button. Below the search field, under the heading "Registration", there are four radio button options: "Cert. of Disclosure", "Lead Safe Certificate", "Rental Registration" (which is selected and highlighted with a red box), and "Vacant Building Registration Application".

8. Select Responsible Party

- Click Select from Account and choose the associated contact.

9. Specify Ownership Type

- Indicate whether the owner is an individual or a corporation.

10. Select County of Residency

- Choose the county where the owner resides, then click **Continue**

11. Add a Local Agent In Charge

- If the owner does not live in Cuyahoga county or one of the adjacent counties, they must add contact information for a Local Agent in Charge of the property.

12. Answer Required Questions

- Respond to all questions in Step 2, then click **Continue Application**.



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13. Supporting Documentation

- See table below for required documents.
- If you have documents ready to upload, click Add, then follow the prompts. Click Continue Application when finished.
- If you need to upload documents later, you can continue the registration and upload documents later. Instructions for uploading after applying are later in this document.

Document	Document is Needed For	How to Get It?
Property Tax Statement	All applications.	Cuyahoga County My Place
Lead Safe Certificate (Issued by the City of Cleveland)	Rental units built before 1978.	Submitting a Lead Safe Certificate Application
Ohio Secretary of State Certificate	Rental properties owned by an LLC.	Ohio Certificate of Good Standing Application
Local Agent in Charge	Owners who are NOT located in Cuyahoga, Summit, Lake, Portage, Medina, Lorain, or Geauga County.	Local Agent in Charge Overview Local Agent in Charge Affidavit Form
HVAC Certificate / Inspection	Rental properties with 4 or more units.*	Hire a certified HVAC Inspector and have them fill out this Certification of Rental Unit Heating System form .
Utility Bills	Owners who pay rental utilities.	From your provider.

*For buildings with individual HVAC systems for each unit, 10% of the HVAC systems need to be inspected, with a minimum of 5 units inspected.

14. Complete Registration and Payment

- After reviewing your application, click Check Out.
- Enter payment information and complete check out.
- Once the payment is processed, you will receive a confirmation email.
- Please allow time for the Building and Housing staff to process your registration.

Rental Registration

Basic Information Additional Information Review **Pay Fees** Record Issuance

Step 4: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Application Fees		
Fees	Qty.	Amount
Rental Registration Fee	1	\$70.00

TOTAL FEES: \$70.00

Note: This does not include additional inspection fees which may be assessed later.

Check Out »



Uploading Documents After Applying for Rental Registration

If you need to upload a lead safe certificate or other document and have already finished the application, follow these steps.

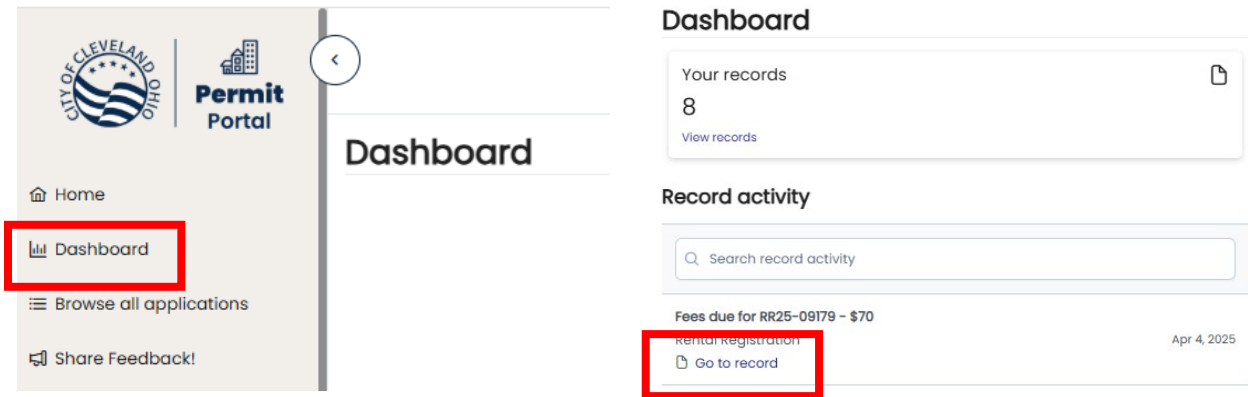
1. Access the Permit Portal

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2. Find Your Rental Registration

- Click Dashboard to find your record (starts with RR). Example: RR25-12345
- This number is in the confirmation email you received after applying.
- Click Go to Record.



3. Attach Documents

- Select **Attachments**
- Click **Add** to upload a document.

