



**Designation of Local Agent in Charge under Cleveland Codified Ordinances 365.02;
and Acceptance by Local Agent in Charge**

Property Owner Name _____

If LLC, please provide proof of current registration with the Ohio, Secretary of State

I. Designation by Owner

As part of registration of a non-owner occupied residential unit or units under Cleveland Codified Ordinance 365.02, I designate myself to be the Local Agent in Charge. My address is:

Name of Local Agent in Charge *(must be human being residing in Cuyahoga or contiguous county)*

Printed Name

Local Agent's Residence Address

Number and Street

City, State & Zip *(must be in Cuyahoga County, Ohio, or a contiguous county)*

Email address: _____

Cell Phone: _____

Other Phone: _____

As part of registration of a non-owner occupied residential unit or units under Cleveland Codified Ordinance 365.02, I designate the following person to be the Local Agent in Charge:

Name of Local Agent in Charge

Age *(must be at least 18 years old)*

Local Agent's Residence Address

Number and Street

City, State & Zip *(must be in Cuyahoga County, Ohio, or a contiguous county)*

Business Name *(if applicable)*

Business Address

Email address: _____

Cell Phone: _____ Other Phone: _____

I agree to indemnify my designee for any liability that my designee has under C.C.O. 365.01(k)(2) for the maintenance and management of the non-owner occupied residential units I am registering.

Signature of Owner

II. Acceptance of Designation as Local Agent in Charge

I, _____, agree to be the Local Agent in Charge for non-owner occupied residential units being registered, with addresses (attach separate sheet as needed):

I understand that I am being authorized by the owner to accept service of any Notice of Violations issued to the owner.

I understand that I am accepting joint responsibility with the owner for the maintenance, management, and repair of the units being registered, including criminal, civil or administrative liability, the City having the duty to make a good faith effort to hold the owner responsible before seeking to impose liability on me, as provided in C.C.O. 365.01(k)(2)

_____ I am a licensed real estate broker as defined in Ohio Revised Code 4735.01 and I have attached a copy of my license to this form.

_____ I am not a licensed real estate broker as defined in Ohio Revised Code 4735.01.

_____ I swear that the address indicated above is my residence address.

Signature of Local Agent in Charge (*must be witnessed or notarized*)

State of Ohio, County of _____

Sworn to and subscribed in my presence this _____ day of _____, 20 _____

by _____

The person (s) herein described and having signed the above application and on oath swears, (or affirms) that all the statements herein made are true to the best of knowledge and belief.

Notary Public