



Department of Building and Housing
 601 Lakeside Ave, Room 517
 Cleveland, OH 44114

Please Print

Rental Registration # _____
 Owner Name: _____
 or Agent Name (for outside of Cuyahoga County) _____
 Property Address _____ Cleveland, OH _____
 Phone Cell/Home _____ Email address _____

Affidavit for Exemption of Rental Registration Fee

Billing Period _____

{STATE OF OHIO, COUNTY OF CUYAHOGA}

I, _____, being first duly sworn, state that I am the owner and/or responsible party of the property located at _____, Cleveland, Ohio _____. This property consists of _____ dwelling units, and I am applying for exemption of the rental registration fee for _____ number of dwelling units. In accordance with Cleveland Codified Ordinances (CCO) Chapter 365.03, I am requesting an exemption from the Rental Registration fee based on the following reason(s):

- This property is temporarily, **vacant and not habitable**. I am seeking an exemption for this reason. **This Affidavit must be re-submitted annually.** Properties with exemption(s) from the rental registration fee based on this checked box are **subject to a consent inspection or other verification**. Please be advised that pursuant to Cleveland Codified Ordinance, CCO Chapter 367 the Building and Housing Department has the authority to obtain a Search Warrant to enter the property to conduct an interior inspection.

- I do not collect any money or receive anything of value¹ in exchange for the rental occupancy of _____ dwelling unit(s) at this property.** * I am seeking an exemption for this reason. **This Affidavit must be re-submitted annually.** Properties with exemption(s) from the rental registration fee based on this checked box are **subject to a consent inspection or other verification**. Please be advised that pursuant to Cleveland Codified Ordinance, CCO Chapter 367, the Building and Housing Department has the authority to obtain a Search Warrant to enter the property to conduct an interior inspection.

I understand that the City of Cleveland's Rental Registration Program, as set forth in the CCO Chapter 365, requires that **all rental units must be registered with the Department of Building and Housing**. I further understand that I am seeking an exemption from the fees required with that registration. The information provided herein is true, accurate and complete to the best of my knowledge. I understand that any false statement contained herein could result in denial of the exemption status, revocation of an exemption status and/or criminal prosecution. Pursuant to CCO § 365.02, whoever violates this division shall be fined not more than \$200.00 each day. Each three month period during which the violation continues is a separate offense. I understand that if this exemption no longer applies, I am required to contact the Department of Building and Housing immediately.

_____ Affiant's Signature

SWORN TO AND SUBSCRIBED before me on this _____ day of _____, 20_____.

_____ Notary Public, State of Ohio

Notary's printed name: _____

My commission expires: _____

¹ Value includes, but is not limited to, any government subsidies, funds through any rental assistance programs, such as the Housing Choice Voucher Program from CMHA, EDEN or any other governmental entity for the payment of rent for said units at this property.