



City of Parma Heights
Department of Public Service
6281 Pearl Road
Parma Heights, Ohio 44130
Tel: 440-842-5043
Fax: 440-843-5818

CERTIFICATE_____

FEE \$100.00_____

DATE_____

Rental Certificate Application

Owner Name_____

Rental Property Address_____

Home Phone_____ **Cell no.**_____ **Fax no.**_____

Owners Mailing Address _____

Email address_____

Emergency contact number (given to Fire and Police) _____

Federal Tax ID Number_____

Property Manager Name_____

(If applicable)

Property Manager Address_____

Date of Lease _____ **Number of Occupants** _____

I do hereby acknowledge my responsibility under Ordinance 1394 of the Codified Ordinance of the City of Parma Heights. I also am fully aware of the requirements of said ordinance, and agree to comply fully.

Date_____

Signature_____

Print Name_____

Complete information on reverse side
TENANT INFORMATION INSTRUCTIONS

Please complete the information called for below before returning the application of Certificate of Occupancy. This information is also used for tax purposes and is **MANDATORY**. The application will not be processed unless accompanied by this information. **Information must be supplied even if the tenants have not changed from previous registration.** When identifying heads of household and all other occupants, note both first and last names of each person. If the head of household is the legal guardian for any child listed, please indicate that relationship.

UNIT 1.

Address _____

Head of Household _____

Telephone No. _____

Cell Number _____

No of Persons Living in Unit _____

**Other Occupants (state age of
minor children & relationship)**

1. _____

2. _____

3. _____

4. _____

List any occupants over the age of 18

1. _____

2. _____

3. _____

UNIT 2.

Address _____

Head of Household _____

Telephone No. _____

Cell No. _____

No. of Persons Living in Unit _____

**Other Occupants (state age of
minor children & relationship)**

1. _____

2. _____

3. _____

4. _____

List any occupants over the age of 18

1. _____

2. _____

3. _____