



## The City of Cleveland has made important changes related to rental property registration.

Due to recent legislative changes, all owners of non-owner occupied residential properties will be required to register and pay registration fees for each of their properties. This includes properties that may be occupied by family members, friends etc., regardless if anything of value is being received. The process changes also include additional requirements over and above paying the annual fee. **A certificate approving rental occupancy** will also be required in order to rent in good standing with the city and be compliant with the new legislation. These changes will **require additional documentation submitted by the property owner** prior to issuance of the certificate approving rental occupancy. The registration and payment process will be online through Accela Citizens Access. All non-owner-occupied properties will require a new registration this year, even if they have been registered before.

These changes aim to enhance safety, health, and neighborhood stability by ensuring compliance with property maintenance codes and protecting investments.



### The following will now be required upon registration:

#### Local Agent-in-Charge

For property owners outside of Cuyahoga or a contiguous county, the appointment of a local-agent-in-charge who resides in the county will now be required. We will provide an affidavit form that will need to be uploaded and signed by both the owner and the local agent acknowledging this relationship. The local agent can be held liable for any violations in place of the owner if the owner is unable to be located. A copy of a valid photo ID for both parties will need to be included.

#### Lead Safe compliance

Compliance with Cleveland's lead safe ordinance is required for all rental units in the city. Property owners must obtain a 2 year or 20 year certification. Any lead hazard control orders issued against the property must be corrected and closed and a lead safe certificate obtained.

#### Compliant with fees

Any outstanding fees or bills owed to the city must be paid in full.





### **Violation free**

In order to receive a certificate approving rental occupancy, your property cannot have open code violations.

### **Property taxes current**

You must provide proof that your property taxes are paid in full or that you are on a payment plan with the County in good standing. To speak with the County Taxpayer Services about payment plan options, please call 216-443-7400, Select Option 1.

### **LLC owners of property must provide proof of registration in good standing with the Ohio Secretary of State**

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## **For parcels with four or more rental units, the following are additional requirements:**

### **Utilities paid for by the owner must be current**

If you, as the landlord of a multi-unit building (four suites and above), are paying for any of the utilities for the rental property, you will need to submit a current statement from the utility confirming that the account is paid current.

### **HVAC Certification required annually**

Owners of multi-unit buildings (four suites and above) are required to have the property's HVAC system inspected annually by a licensed HVAC contractor. A form will be provided to you for this certification and must be returned each year with your annual registration.

**We understand that this may pose a challenge for some property owners, and we are committed to providing assistance and guidance throughout the registration process.**

If you have any questions or concerns regarding property registration and the upcoming changes please do not hesitate to **contact the Department of Housing, Records Administration** at (216) 664-2825. Or via email at [Bhrental@clevelandohio.gov](mailto:Bhrental@clevelandohio.gov).

*Thank you for your cooperation and commitment to maintaining safe and high-quality rental housing in the City of Cleveland.*

