



**CITY OF CLEVELAND**  
**DEPARTMENT OF BUILDING & HOUSING**  
**Rental Property Inspection Guide/Registration**

This form is designed as a guide for all City of Cleveland Landlords/Residential Property Owners to carry-out self-inspections of their dwelling (s) and to register rental property. Self-Inspection should be done on a regular basis to evaluate the conditions of your property. This self-inspection form is not all-inclusive and does not take the place of a Rental Registration Inspection conducted by Code Enforcement Inspectors. However it will paint an accurate picture of your property present condition and possible code infractions.

*The Registration program provides for a systematic inspection, for all non-owner occupied units, and the enforcement of penalties for those who are not in compliance.*

**Instructions:**

- Inspect your property periodically using this inspection guide.
- Pay the annual \$35.00 Rental Registration Fee for each rental unit you own in the City of Cleveland.
- Complete and mail page 5 & 6 along with your payment to the address listed below or go online to register and pay your rental fees.  
<https://ca.permitcleveland.org/Public/>
- Maintain a current rental registration certificate.
- Please do not return this inspection guide to the City.

**The City of Cleveland –Department of Building & Housing**  
**Records Administration / Rental Registration**  
**601 Lakeside Ave – Room 517**  
**Cleveland, OH 44114**

*Rental Registration Program protects and promotes the public health of the City of Cleveland residence, and encourages owners and occupants to maintain and improve the quality of rental properties within Cleveland Neighborhoods.*



## § 369 **RESIDENTIAL OCCUPANCY STANDARDS INSPECTION SHEET**

*A copy of the ordinance can be obtained by calling city council at 216-664-2840. MAIL: 601 LAKESIDE AVE  
– ROOM 220, CLEVELAND, OH 44114*

### **EXTERIOR GROUNDS**

- High grass, weeds overgrown trees and shrubs?
- Garbage and trash accumulation?
- Sidewalks and paved areas in disrepair?
- Parking of abandoned vehicles or vehicles that impose a hazard?
- Infestation of rodents, insects or areas that harbor them?
- Accessory structures such as decks, garages, sheds or fences that are in disrepair or present a danger?
- Improper grading or drainage?
- Any other situation that may pose a hazard or unsafe condition on the property.

### **EXTERIOR OF THE STRUCTURE**

- Foundation walls that are cracked or in disrepair?
- Exterior walls that are in disrepair?
- Roofs, gutters and downspouts that may be missing or in disrepair?
- Flaking and peeling paint or graffiti on walls?
- Condition of stairs, porches and guardrails.
- Condition of windows. – Are they operable?
- Insect screens on the windows. – Are they torn or missing?
- Condition of doors. – Are they working properly? Are they weather tight?  
Is all the required hardware in place?
- Functioning and or accessible fire escapes? (if applicable)
- Any other condition that may pose a hazard or unsafe condition.

### **INTERIOR OF THE STRUCTURE**

- Condition of the walls and ceilings.-Chipping paint or leaking?
- Condition of the floors. – Are there any hazards?
- Any other condition that may pose a hazard or unsafe condition.
- Interior condition of the doors.
- Functioning/Useable-stairs, handrails and guardrails?
- Sanitation issues such as garbage and trash accumulation?
- Infestation of rodents or insects?
- Any other condition that may pose a hazard or unsafe condition.

### **LIGHTING AND VENTILATION**

- Does natural light enter in to habitable rooms as required by the building code?
- Adequate electrical lighting in common areas and habitable rooms?



- Adequate electrical outlets in common areas and habitable rooms?
- Adequate ventilation in habitable rooms and bathrooms?
- Any other condition that may pose a hazard or unsafe condition.

#### **\_ OCCUPANCY LOAD REQUIREMENTS**

- Space requirements for the allowable number of occupants?
- Sleeping areas provided privacy and access?
- Any other condition that may pose a hazard or unsafe condition.

#### **\_ PLUMBING**

- Water supply provided properly maintained and secure connections?
- Working fixtures on the kitchen sink, hot water provided and secure connections?
- Bathroom sink and bathtub in working condition, hot water is provided and the connection is secure?
- Toilets in working condition and adequately spaced for use?
- Sewer connections maintained and not leaking?
- Storm drains, Gutters, Downspouts, and/or all drains in working order and not to create problems or flooding?
- Any other condition that may pose a hazard or unsafe condition.

#### **\_ MECHANICAL REQUIREMENTS**

- Functional heating system?
- Heating system maintained and in safe condition?
- Electrical system in safe condition with no hazards present?
- All Electrical outlets operable in safe condition with no hazard present?
- Hot water heater overflow valve and pressure release valve in place?
- Mechanical exhaust venting maintained?
- Gas piping maintained and safety valves in place?
- Condition of all cooking equipment such as stoves, ovens and microwaves if they are permanent fixtures to the property?
- Carbon Monoxide detector installed on all levels with sleeping rooms?
- Any other condition that may pose a hazard or unsafe condition.

#### **\_ FIRE SAFETY REQUIREMENTS**

- Unobstructed means of egress?
- Easily activated locking/unlocking devices on doors and windows?
- Adequate egress provided and unobstructed?
- Smoke detectors present and working?
- Carbon Monoxide Detectors present and working?
- Smoke detectors installed in all areas required by the code?
- Exit signage illuminated & working?



- Check batteries routinely?
- Are fire extinguishers tested & certified?
- Any other condition that may pose a hazard or unsafe conditions

#### **Other Requirements**

- Does the janitor or custodian live on the premises (if required)?
- Are the hours the custodian is available posted?
- Do all dwelling units have unit numbers on door?
- Do your tenant(s) have means of contacting you in case of an emergency?
- Are your rental registration fees paid current?
- **Fees are due annually in March.**

**Reminder: Please note that this is only a guide and not inclusive of all city regulations and ordinances.**



## Certificate of Rental Registration Application

**All rental property owners/agents or person in charge of any rental property designed or intended to be used as rental dwelling units located in Cleveland, OH, whether or not such units are located within the same structure or any part thereof must register and pay rental registration fees of \$35.00 per unit and obtain a Certificate of Rental Registration issued by the Department of Building & Housing for such structures or units. No fee is required for the unit that the owner occupies. Please note this not voluntary, it is a requirement of chapter 365, 369, and 371 of the Cleveland Codified Ordinances. To obtain a copy of Cleveland Codified Ordinances [click here](#) or call 216-664-3827.**

Owner Name:		Phone:
Address:		
City:	State:	ZIP Code:
Alternate Mailing Address:		
City:	State:	ZIP Code:
Cell Phone:	Email:	Alternate Phone:

### Rental Property Information

**Property Address:**

<b>Parcel Number:</b>	<b># of Units:</b>
<i>Parcel number can be obtained at <a href="http://fiscalofficer.cuyahogacountyus">http://fiscalofficer.cuyahogacountyus</a></i>	

<b>City: Cleveland</b>	<b>State: Ohio</b>	<b>Zip Code:</b>
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Name of Tenant at property:			
Address:		Suite/Unit:	
City: Cleveland	State: Ohio	Zip Code:	Phone:

### Partnership and Corporation Information

Business Name:		
Please list the name of each officer	President:	Vice Pres.:
General Partner: <input type="checkbox"/>	Other:	
Address:	City/State:	Zip Code:
Alternate Mailing Address:	State:	Zip Code:

### Custodian/Superintendent

Name:		
Address:	City/State:	Zip:
Phone:	Cell Phone:	Alternate Phone:

### Emergency Contacts (please list at least two)

Name:	Address:	Phone:

If you have questions regarding this application, please call 216-664-2827 or 216-664-2825 or you may come in person to Cleveland City Hall 601 Lakeside Ave – Room 517, Cleveland, OH 44114

Signature of Applicant:	Date:
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## City of Cleveland

### Department of Building & Housing Certificate of Rental Registration Payment Coupon

**Payment by Mail:**

**City of Cleveland**

**Department of Building & Housing**

**Attn: Rental Registration**

**601 Lakeside Ave – Room 517**

**Cleveland, OH 44114-1070**

*Make check or money order payable to: City of Cleveland*

**Payments in Person:**

**Cleveland City Hall – Department of Building & Housing**

**601 Lakeside Ave – Room 517**

**Cleveland, OH 44114-1070**

*In person payment methods: Cash, Check, Money Order, Amex, Visa, Master Card, Discover*

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**Rental Registration Address:** \_\_\_\_\_

**Permanent Parcel Number:** \_\_\_\_\_

*(Use the link below to obtain your parcel number )*

<http://fiscalofficer.cuyahogacounty.us/AuditorApps/real-property/REPI/default.asp>

**Number of Dwelling Units:** \_\_\_\_\_ **X \$35.00 Per Unit: Total Fee Due:** \_\_\_\_\_

**Amount Enclosed:** \_\_\_\_\_

<b>Property Owner Name:</b> _____
<b>Address:</b> _____
<b>City/State:</b> _____
<b>Zip:</b> _____