



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

Please Print

Rental Registration # _____
 Owner Name: _____
 Property Address: _____ Cleveland, OH

Affidavit for Exemption of Rental Registration Fee

{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 Ordinance (CCO) Chapter 365.03, I am requesting an exemption from the Rental Registration fee based on the below reason(s):

- This property is **vacant, not habitable and/or is not available for occupancy during this current rental registration billing period**. If seeking an exemption for this reason, this Affidavit must be re-submitted annually for a fee exemption. Properties with exemption(s) from the rental registration fee based on vacancy are subject to random verification.
- I do not collect any money or receive anything of value¹ in exchange for the rental or occupancy of _____ dwelling unit(s) at this property**. If seeking an exemption for this reason, I understand that I DO NOT need to submit this affidavit annually, but I am required to notify Building and Housing if this status changes.

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, correct, and complete to the best of my knowledge and I understand that any false statement contained herein could result in criminal prosecution, consistent with CCO Chapter 367. Lastly, I understand that if this exemption no longer applies, I am required to contact the Department of Building and Housing.

_____ 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.