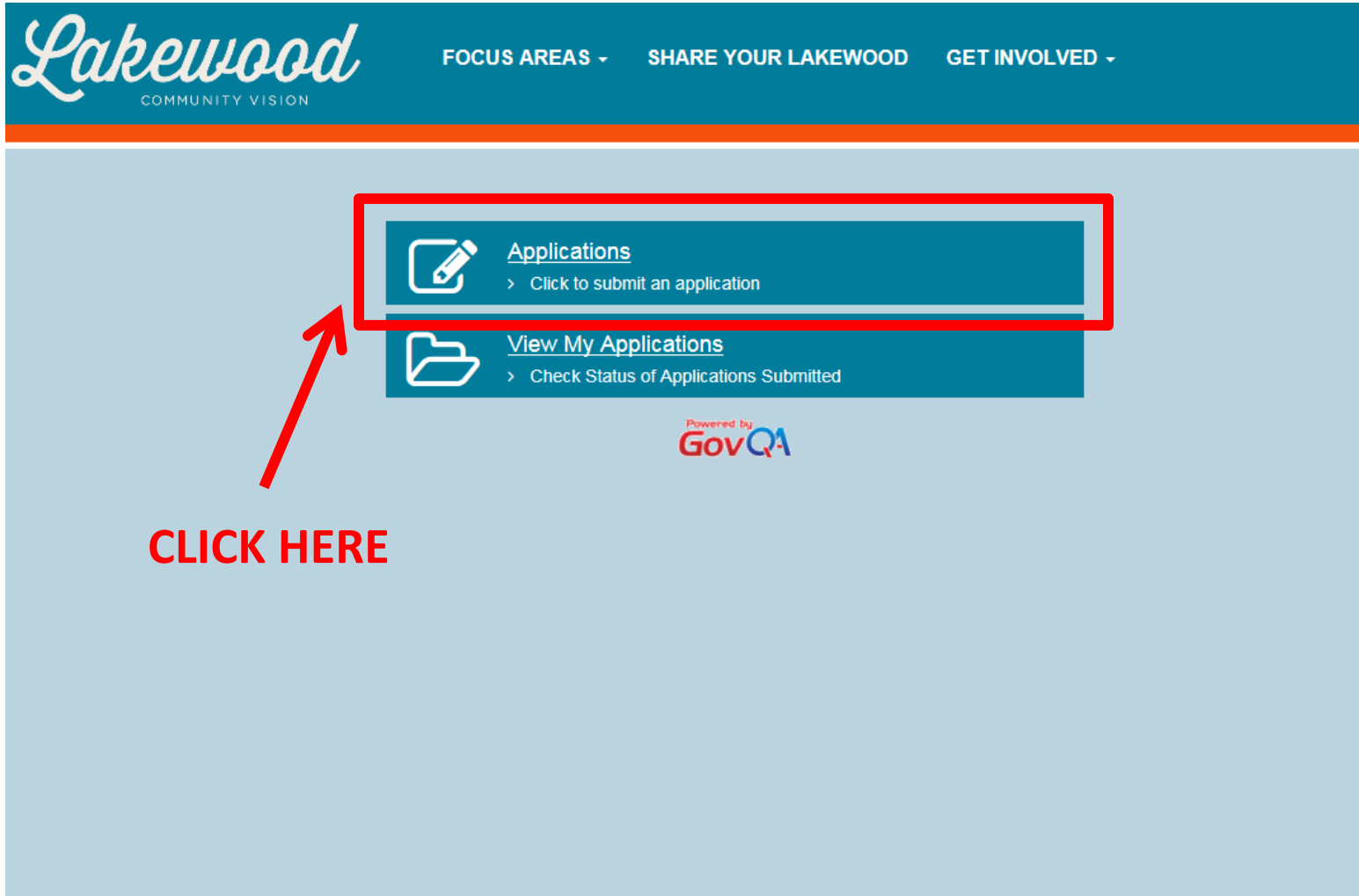


How to fill out your housing license online





Division of Housing & Building
12650 Detroit Avenue
Lakewood, Ohio 44107
Housing.Building@lakewoodoh.net
216-529-6270

Step 1: Click “Applications”



Lakewood
COMMUNITY VISION

FOCUS AREAS ▾ SHARE YOUR LAKEWOOD GET INVOLVED ▾

-  [Applications](#)
> Click to submit an application
-  [View My Applications](#)
> Check Status of Applications Submitted

Powered by
GovQA

CLICK HERE

Step 2: Click “Create Account”

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COMMUNITY VISION

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Home Submit Application My Applications

*Email Address:

*Password:

NOTE: Passwords are case sensitive

Submit

Forgot your password?

First time users, please click below:

Create Account

Powered by GovQA

CLICK HERE

Step 3: Enter your email address, password, confirm password, and click “Submit”

The screenshot shows a web application interface for Lakewood Community Vision. At the top, there is a teal header with the Lakewood logo and navigation links for Focus Areas, Share Your Lakewood, and Get Involved. Below the header is a light blue navigation bar with buttons for Home, Submit Application, and My Applications. The main content area contains a registration form with three input fields: Email Address (containing 'test@gmail.com'), Password, and Confirm Password. A red box highlights these three fields. Below the form is a blue Submit button, also highlighted with a red box. The bottom right corner features the GovQA logo with the text 'Powered by GovQA'.

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Home Submit Application My Applications

* Email Address:

* Password:

* Confirm Password:

Submit

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Step 4: Begin typing your rental property address and select it from the dropdown menu

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Home Submit Application My Applications

[View My Requests](#) | [View My Payments](#) | [Update Your Contact Information](#) | [Logout](#) | |

Service Request Type: **Application for 1&2 Family Housing License**

Description: Required by Ordinance 55-10, effective May 16, 2011

Contact E-Mail: bryce.sylvester@lakewoodoh.net

Begin typing your rental property address and select it from the drop down menu.
Always select the lower address if two addresses are available for your two family property.

* Rental Property Address: ▾ [Map It](#)

Applicant

* First Name:

* Last Name:

* Address 1:


Address 2:

* City:

* State:

PLEASE SELECT PROPERTY FROM DROP DOWN MENU

Step 5: Fill out all required fields marked by red *



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Application Details

* Type of Structure?:

* Has at least one unit been occupied in the last 6 months?: If no unit has been occupied within the past six months, you must fill out a vacant property license. Download [here](#).

* What type of heating system services the structure?:

* What type of hot water heating system services the structure?:

* How many smoke detectors exist in each residential unit?:

* What types of smoke detectors are in the structure?:

* Please check two of the following to receive a license:

In leasing, the applicant uses a written rental agreement as defined in Section 5321.01(D) of the Ohio Revised Code.

In leasing, the applicant uses a reputable tenant screening agency for criminal and eviction background checks.

Within the past two years, the applicant or agent of the applicant has attended a landlord-tenant informational seminar.

Tenant Information

Providing tenant information is mandatory, please complete information below for each tenant.

* # of Persons Living at the property:

* Occupant Name:

* Mailing Address: (Ex. 123 Main St. Lakewood, OH 44107)

Step 6: Choose “I Accept”, and click “Continue”

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COMMUNITY VISION

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Over 18?: -- Please Select -- ▾

Occupant Name:

Mailing Address:

Over 18?: -- Please Select -- ▾

He or she is authorized by the owner(s) to operate the building above described in compliance with the Lakewood Property Maintenance and Safety Code and with all laws, ordinances, rules, and regulations applicable to such building or its operation.

* Do you agree to the above conditions?: ▾

We are offering the PDF application as an alternative to the online license in 2015. We prefer you use the online license, but you can find the PDF application [here](#).

CLICK HERE

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Step 7: Click drop down menu, select method of payment, and then “continue”

Payment

CLICK HERE



Options

Balance as of: 06/18/2015

Pay from Account
-Select-
Visa
Mastercard
American Express
Discover
eCheck

Invoice List

Select All | Clear All

Agreement#	Customer Name	Invoice #	Invoice Date	Due Date	Invoice Amount	Payment Date	Payment Amount
<input checked="" type="checkbox"/> P000165-061815	bryce.sylvester@lakewoodoh.net	P000165-061815	06/18/2015	06/18/2015	\$150.00	06/18/2015 <input type="text"/>	\$ 150.00
Subtotal for 1 Invoice(s):							\$150.00
Total							\$150.00

Select All | Clear All

Return to Invoice

Continue

Offline payments will be reflected on your next statement.
Online payments will post to your balance within 2-3 business days.
Any credited payments will be posted on the current day.

Step 8: Fill out your payment information

Card Payment

City of Lakewood
Division of Housing & Building
Lakewood, OH
(216)529-6270
Housing.Building@lakewoodoh.net

Payment Information

Date 06/18/15
Payment Amount \$150.00
Total Payment Amount \$150.00

Card Type:	Mastercard	The type of the card
Card Number:	<input type="text"/>	* The credit card account number
Expiration Date:	<input type="text"/>	* The date the card expires (MMYY)
Name on Card:	<input type="text"/>	* The card holder's name as it appears on the card
Security Code:	<input type="text"/>	* The 3 or 4 digit security code on the card
Account Mailing ZIP Code:	<input type="text"/>	* The ZIP code where statements are sent

Continue

Cancel

Return to Invoice



This symbol signifies that your account information is secured using strong 128-bit encryption from Thawte, a Verisign subsidiary.

Click the symbol to verify the certificate registration.

Step 9: Check the box “Yes, I accept the Terms & Conditions”, then click “Confirm Payment

Confirm Payment

[Return to Invoice](#)

The following is a list of invoices you have scheduled for payment. Review the list for accuracy and click the edit button to make any corrections.

Pay: City of Lakewood \$150.00 on 06/18/15

Yes, I accept the payment [Terms & Conditions](#)
You must accept the terms & conditions in order to complete payment.

[Edit](#)

[Confirm Payment](#)

Invoices You are Paying

Payment Date	Agreement#	Invoice#	Due Date	Invoice Amount	Payment Amount
06/18/2015	P000165-061815	P000165-061815	06/18/15	\$150.00	\$150.00
Subtotal for 1 Invoice(s):					\$150.00
Total					\$150.00

Invoices You are Scheduling

Payment Date	Agreement#	Invoice#	Due Date	Amount Due	Payment Amount
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Step 10: Your license is complete! You will receive two emails confirming your license and payment - There is no paper license.



Thank you for using our 1&2 Family Housing License Application online