City of LAKEWOOD, OHIO • 216-529-6270

APPLICATION FOR **VACANT PROPERTY LICENSE**

1-2 Family Vacant Licenses (June 1, 2016 – June 30, 2017)
3 Family or above Vacant Licenses (December 1, 2016 – December 31, 2017)
Required by Ordinance 55-10, effective May 16, 2011

Mail or Drop off to:
12650 Detroit Ave
Division of Housing & Building
Lakewood, OH 44107

Fee: $200.00

PROPERTY ADDRESS: _____

Type of Property (circle one): Single Family Two Family Multi-Family (3 or more units)

Applicant Name: _____ Email: _____
Address: _____ Work Phone: _____
City, State, Zip: _____ Cell Phone _____
Home Phone: _____

Owner Of Bldg: _____ Email: _____
Address: _____ Work Phone: _____
City, State, Zip: _____ Cell Phone: _____
Home Phone: _____

1. Nature and extent of Applicant's interest in the building (circle one): Owner Manager Other _____
2. At the property (check one) ☐ *at least one unit* ☐ *no unit* has been occupied in the past six months.
3. Identify an adult person in Ohio designated to receive notices from the city (snow removal, lawn care, refuse, etc.):

   _____ _____
   Print Name Street address in Ohio (no P.O. boxes)

   _____ _____
   Phone Number Email
4. What type of heating system services the structure (circle one)? Forced-Air Boiler Other: _____
5. What type of hot water heating system services the structure (circle one)? Gas Electric
6. How many smoke detectors exist in each residential unit? _____
7. What types of smoke detectors are in the structure (circle one)? Hard-Wired Battery (Tamper Resistant)

8. The applicant hereby certifies that the applicant has personally witnessed, within the past twelve months : (Check each box to confirm)

☐ Smoke and carbon monoxide detectors are present and operational.

☐ No visible electrical or other hazards are present, and no readily observable conditions exist that represent a threat to the health and safety of any occupants.

☐ Railings are present on interior and exterior stairs as required by applicable code.

9. Check **one** of these boxes as applicable to current situation:

☐ If at least one unit has been occupied within the past six months, the heating system is operational; there is hot and cold running water in the kitchen and each bathroom with no leaks below the sink; and all toilets flush.

☐ If no unit has been occupied within the past six months, the plumbing has been winterized to prevent the freezing of pipes; and all utilities to the structure have been disconnected, including electric service, which has been disconnected at the pole.

Return this signed document along with:

- Current Copy of PHOTO I.D of the applicant (ie: Driver's license, State issued ID)
- Payment (checks can be made out to "City of Lakewood")
- Proof of Liability Insurance on the Property

Applicant Affidavit: I hereby attest to the truth and accuracy of the information contained on this application. I am 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.

_____	_____	_____
Date	Signature of Applicant	Owner's Fed.I.D. No. or Social Security No.

Method of Payment**:** ☐ Check Enclosed ☐ Visa ☐ MasterCard ☐ Discover ☐ Amex
(Make Check Payable to: City of Lakewood)

Card Number: ☐☐☐☐–☐☐☐☐–☐☐☐☐–☐☐☐☐

Card Expires: Month/Year ☐☐–☐☐ 3 digit security code on reverse of card ☐☐☐

Card Holder Signature: _____

Card Holder Name: _____
(Please Print)