

NON-OWNER OCCUPANCY LICENSE APPLICATION PER CHAPTER 1365

FEE \$300.00 PAYABLE TO THE CITY OF WILLOWICK

31230 VINE ST. WILLOWICK , OH 44095

440-516-3000 Fax - 440-585-3776

Date: _____

New _____ Renewal _____

Address of Non-Owner Occupied Premises _____

of bedrooms _____ # of bathrooms _____ # of occupants _____

Name of Owner _____

Owners Address _____

Email _____ Phone # _____

Fed I.D. # / Soc. Sec. # _____

Name of residents at property over 18 yrs. old

1) _____ 4) _____

2) _____ 5) _____

3) _____ 6) _____

Initial one of the following

Interior & Exterior Inspection _____ Exterior Inspection Only _____

A notarized affidavit required for exterior inspection only

1365.06 Issuance of License without an Interior Investigation

The Chief Inspector may issue a license without *an interior* investigation, provided that the applicant for a license, in writing upon a form approved by Council and signed by such applicant, states that the building for which the license is desired complies in all respects with the provisions of this chapter and the rules and regulations prescribed hereunder and with all of the laws, ordinances, rules and regulations applicable to such building and use for which is it intended.

Name of applicant or statutory agent _____

Applicant / Agent address _____

Email _____ Phone # _____

Local contact information for responsible party for inspection

Name _____ Address _____

Email _____ Phone # _____

Owner / Agent Signature: _____ Date: _____

Print Name: _____

Incomplete applications and without fee will be returned.

Office Use Date: _____ How Paid: _____ Check # _____ Cash: _____ Credit Card: _____

Affidavit of Compliance

**Ordinance 1365
Licensing of Single-Family Residential Rental Units**

Date: _____

Property Address: _____

Willowick, OH 44095

RE: Interior Inspection Waiver

I, the undersigned property owner, do hereby state that the interior of the building, for which the license is desired, complies in all respects with the provisions of this chapter and the rules and regulations prescribed hereunder and with all of the laws, ordinances, rules and regulations applicable to such building and use for which it is intended.

I acknowledge that reliance upon this Affidavit may result in the issuance of a permit by the City of Willowick that may be revoked should it later be determined by the City of Willowick that a representation made by me in this Affidavit be false or untruthful.

I understand and acknowledge the above conditions.

Printed Name

Signature of Property Owner

SWORN BEFORE ME AND SUBSCRIBED IN MY PRESENCE ON THIS

_____ **DAY OF** _____, _____.

NOTARY PUBLIC _____