



City of Springdale Building Department

11700 Springfield Pike, Springdale, OH 45246 P(513) 346-5730 F(513)346-5747

building@springdale.org

RESIDENTIAL RENTAL PERMIT APPLICATION

Chapter 123 of the Springdale Code of Ordinances requires that the owner of all single household dwellings which are rented acquire an annual rental permit for such dwellings.

Application and permit fees are to be submitted annually. An inspection of the dwelling unit and property is offered to determine compliance with City Ordinances for the initial permit and at each change of occupancy. If this is an initial permit application or a change of occupancy, you will be contacted in order to schedule a voluntary inspection.

- Please print legibly or type and answer all applicable questions.
- Completed application must be signed by the property owner.
- Payment MUST accompany the application.
- Make checks payable to: the City of Springdale

RENTAL PROPERTY INFORMATION

Rental Property Address

Tenant Name(s)

Tenant Name(s)

Tenant Phone Number

Tenant Email

OWNER INFORMATION

Owner Name

Daytime Phone

Officer or Agent if Corporation, Partnership or Trust

Evening Phone

Owner Address

Fax

City, State, zip

Email

RESIDENT AGENT INFORMATION (for non-resident owners)

The Springdale Property Maintenance Code requires the owner of property who is not a resident of Hamilton County or a county adjacent to Hamilton County to designate a Resident Agent who is a resident of this geographic area to serve as the owner's agent. This agent is responsible to be the City's contact person for the purposes of scheduling inspections, serving notice, etc. **THE RESIDENT AGENT MAY NOT BE A TENANT OF THE RENTAL DWELLING UNIT.**

Resident Agent Name

Daytime Phone

Resident Agent Address

Evening Phone

City, State, zip

Fax

Email

X _____ **Date:** _____
Resident Agent's Signature

OWNER SIGNATURE AND AFFIDAVIT

I affirm that the above information is true to the best of my knowledge. I also understand if there are any changes in ownership, owner or resident agent contact information or change in tenant, I MUST notify the Building Department within the required times and specified in Chapter 123 of the Springdale Code of Ordinances.

X _____ **Date:** _____
Owner's Signature

OFFICE USE ONLY

Payment _____

Application # _____

Receipt # _____