



# City of Springdale Building Department

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

[building@springdale.org](mailto: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 every three years at a minimum. Please see Rental Highlights for additional information.

- Please print legibly or type and answer all applicable questions, Especially email contact
- Completed application must be signed by the property owner or responsible agent.
- Payment **MUST** accompany the application.
- Make checks payable to: the City of Springdale
- Have the inspection completed or complete it yourself
- Provide general floor plan with main rooms and dimensions

### RENTAL PROPERTY INFORMATION

\_\_\_\_\_

Rental Property Address

\_\_\_\_\_

Tenant Name(s)

\_\_\_\_\_

Tenant Name(s)

\_\_\_\_\_

Tenant Phone Number

### 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**

**FEES**

<b>Annual Rental Fee</b>	\$ 50.00
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Please make checks payable to: **City of Springdale**

VISA and MasterCard are accepted

<b>OFFICE USE ONLY</b>	
Payment	_____
Application #	_____
Receipt #	_____