



**Village Of Geneva~on~the~Lake
Fire Department
4929 South Warner Drive
Geneva~on~the~Lake, Ohio 44041
Phone: 440-466-8765**

APPLICATION FOR CERTIFICATE OF RENTAL OCCUPANCY

(Complete one form for each dwelling unit)

RENTAL PROPERTY ADDRESS: _____
(Please include Unit # &/or Name)

PLEASE CHOOSE THE TYPE OF RENTAL: SINGLE FAMILY HOUSE CONDO/APARTMENT
 MULTI FAMILY HOUSE OTHER (DESCRIBE) _____

NUMBER OF UNITS: _____ NUMBER OF OCCUPANTS: _____ AGE OF UNIT: _____

IS THE RENTAL (CHOOSE ONE) SUMMER/SEASONAL YEAR ROUND OR BOTH

OWNER INFORMATION:

NAME: _____ PHONE #: _____

HOME ADDRESS: _____ CITY/ST/ZIP: _____

E-MAIL ADDRESS: _____

PROPERTY MANAGER/CONTACT/TENANT INFORMATION: WHO TO SET UP INSPECTION WITH

PROPERTY MANAGER/CONTACT/TENANT NAME: _____

CONTACT ADDRESS: _____ CITY/ST/ZIP: _____

PHONE #: _____ ALT PHONE #: _____

INSURANCE INFORMATION:

COMPANY NAME: _____

INSURANCE COMPANY ADDRESS: _____

CITY/ST/ZIP: _____ PHONE #: _____

NOTE CHANGES TO ANY OF THE ABOVE INFORMATION: _____

The person signing this form acknowledges that this property is located within the Village of Geneva-on-the-Lake and is subject to a residential rental inspection. The owner or their designated agent are responsible for scheduling all inspections and meeting the inspection compliance dates within the time frames designated. The inspections will be completed and certified by State Licensed Inspectors from the Village of Geneva-on-the-Lake Fire Department. This application shall be accompanied by a fee of **\$25 per address** for up to the first three units & a fee of **\$5 for each additional unit at the same address.**

SIGNATURE OF PERSON COMPLETING FORM
OWNER/ AUTHORIZED AGENT (CIRCLE ONE)

DATE

PLEASE MAIL FORM AND PAYMENT TO: Village of Geneva-on-the-Lake Residential Rental Inspection Program, 4929 South Warner Drive, Geneva-on-the-Lake, Ohio 44041 Phone: 440-466-8765