



**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