



# 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 necessary 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 an inspection.

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

<b>OFFICE USE ONLY</b>
Application # _____
Permit # _____

### RENTAL PROPERTY INFORMATION

_____	_____
Rental Property Address	Tenant Name(s)
_____	_____
Rental Property Address	Tenant Name(s)
_____	_____
Rental Property Address	Tenant Name(s)
_____	_____
Rental Property Address	Tenant Name(s)

If necessary attach additional pages

### 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**

Number of Rental Dwellings _____ X \$50.00 each =	\$
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Please make checks payable to: **City of Springdale**

VISA and MasterCard are accepted

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