



## SHAKER HEIGHTS

### Rental Property Requirements

- Landlords are required to annually obtain a [Certificate of Occupancy](#). The completed form must list all occupants, provide contact information for the owner and tenants, and be accompanied by an application fee of \$100 per rental unit. If the completed form and fee are not received by February 1 following the expiration of the prior year certificate or within 30 days after a property becomes a new rental, a late charge is imposed that increases the fee to \$200 per rental unit.
- Owners residing outside Cuyahoga County must designate a local agent and complete a [Designation of Agent form](#) in order to obtain a Certificate of Occupancy.
- Interior/Exterior inspections are conducted every three years as a condition to the issuance of a Certificate of Occupancy.
- Fees are charged for repeated criminal nuisance activity violations at or near a property. In addition, the City can revoke a Certificate of Occupancy and order a dwelling vacated if there are three or more criminal activity violations within a twelve month period of time.
- No more than three unrelated people can reside in a single dwelling unit.
- Heat must be maintained at a minimum temperature of 70 degrees Fahrenheit in all habitable rooms.
- Photoelectric smoke detectors must be maintained on all floors and outside sleeping areas.
- A sufficient number of approved trash receptacles with lids must be provided.
- Lawns and landscaping materials must be maintained in a neat, orderly condition and grass kept below 6" in height.