SHAKERHEIGHTS

YEAR: 2017

CERTIFICATE OF OCCUPANCY EXEMPTION FORM

OCCUPANCY STATUS

There is no charge for this form if submitted by February 1 of the year stated above. The fee for an exemption form submitted after February 1 is $200.00. If any unit at an exempt dwelling is rented during the year, a Certificate of Occupancy must be obtained within 30 days, or a late charge that doubles the regular application fee will apply.

First Floor Address OR Side One Address: _____

Name of Head of Household: _____ Phone #:_____

Relationship of Head of Household to Property Owner: _____

Full Names of ALL Occupants	Age	Social Security # (Optional)	Relationship to Head of Household

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Second Floor Address OR Side Two Address: _____

Name of Head of Household: _____ Phone #:_____

Relationship of Head of Household to Property Owner: _____

Full Names of ALL Occupants	Age	Social Security # (Optional)	Relationship to Head of Household

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Name (owner/agent) _____
(Please Print)

Residence Address _____

City_____ State_____ Zip_____

E-Mail Address (Optional) _____

Telephone Number (_____) _____Social Security # (optional)_____

I affirm that the above dwelling units are not being used for rental purposes and there are no tenants residing therein. I further understand and agree that if I determine to change the occupancy status and to rent such dwelling, either in whole or in part, I am required to immediately notify the City and obtain a Certificate of Occupancy. The information provided herein is true, correct, and complete to the best of my knowledge, and I understand that any false statement, or use of this property as a rental without a Certificate of Occupancy could result in criminal prosecution.

Date _____ Signature _____

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