



SHAKER HEIGHTS

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.*

Property Address: \_\_\_\_\_

Name of Head of Household: \_\_\_\_\_ Phone #: \_\_\_\_\_

Relationship of Head of Household to Property Owner: \_\_\_\_\_

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

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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