



City of St. Bernard

Building, Development, & Planning

RESIDENTIAL RENTAL PERMIT APPLICATION

Chapter 1335.23 of the St. Bernard Property Maintenance Code requires that the owner of all household dwelling units utilized as rental property shall acquire an annual rental permit for such dwelling units.

Application and permit fees are to be submitted annually. An annual inspection of the dwelling units and premises is necessary to determine compliance with City Ordinances. A Permit and inspection are necessary for the initial approval and at each change of tenants. Thereafter each dwelling unit and premises will be inspected every year. You will be contacted in order to schedule an inspection.

Please print legibly or type and answer all applicable questions.
Completed application must be signed by the property owner.

Payment MUST accompany the application.

Rental Property Address Tenant Name(s)

Rental Property Address Tenant Name(s)

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Rental Property Address Tenant Name(s)
If necessary attach additional pages

Property Owner's Name - Daytime Phone #

Name of Officer or Agent if Corporation, Partnership or Trust - Evening Phone#

Property Owner's Address: City, State, zip

Email _____

Fax# () _____



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Chapter 1335.23 of the St. Bernard Property Maintenance Code requires the owner of property who is not a resident of 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 SHALL NOT BE A TENANT OF THE RENTAL DWELLING UNIT.

Resident Agent Name Daytime Phone

Resident Agent Address Evening Phone

City, State, zip

Fax

Email

Resident Agent's Signature & Date

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, operator, or resident agent contact information or a change in tenant(s), **I MUST** notify the Building Department within the required times as specified in Chapter 1335.23 of the St. Bernard Property Maintenance Code.

Date _____/_____/_____

Owner's Signature _____

(SEE FEE SCHEDULE)

Annual Residential Rental Permit fee submitted with this application: \$ _____

Mandatory Semi-Annual Residential Rental Permit fee submitted with this application: \$ _____

Mandatory Inspection Fees submitted: \$ _____

Please make checks payable to: St. Bernard