



# CITY OF MENTOR

8500 Civic Center Boulevard, Mentor, Ohio 44060-2499 • (440) 255-1100 • www.cityofmentor.com

## APPLICATION FOR RENTAL CERTIFICATE

PLEASE COMPLETE THE FOLLOWING INFORMATION:

RENTAL ADDRESS: \_\_\_\_\_ NUMBER OF UNITS: \_\_\_\_\_

### PROPERTY OWNER INFORMATION:

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

\_\_\_\_\_  
Your Name Signature Date

Owner  Legal Agent  Real Estate or Management Company

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### Contact Person (If different from above):

Name: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

(Area Code) Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Relationship to Owner: \_\_\_\_\_

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**Please return application and applicable fees (listed below) with a check payable to:  
City of Mentor, Department of Planning & Development, 8500 Civic Center Boulevard, Mentor, OH 44060**

**If this is a HUD Section 8 property, check this box , mail the form back and DO NOT send a payment**

- Condominium: \$50
- Single Unit Fee: \$100
- Duplex Fee: \$150
- Triplex Fee: \$200

**Re-inspection fee: \$20 \*Note: Each re-inspection will be charged at \$20.00 each occurrence.**

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### FOR OFFICE USE ONLY

Fee Amount Paid \_\_\_\_\_