



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

Who would you like the city to contact to Schedule the Rental Inspection (If different from above):

Tenant ☐

Legal Agent ☐

Real Estate or Management Company ☐

Name: _____

Address: _____

City, State, Zip: _____

(Area Code) Phone Number: _____ Email address: _____

Relationship to Owner: _____

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.**

FOR OFFICE USE ONLY

Fee Amount Paid _____

_____/CODE ENFORCEMENT OFFICER