

City of Brook Park
Department of Building & Housing
Rental Registration Program
3/1/2023

Rental Registration program purpose

To protect the public health, safety and welfare by establishing residential rental housing registration; to impose certain responsibilities and duties upon owners and operators; to authorize and establish procedures for the exterior inspection of rental housing properties; to provide for the issuance of a rental license; to establish a fee schedule for inspection and to fix penalties for violations.

Q. What is a Rental Property?

Any dwelling unit; or any rented room within a single family or two family dwelling, duplex, condominium or townhouse where either money or other valuable consideration is paid for occupancy of such unit, or a person, not the record owner, is occupying the unit, whether or not such person pays money or other valuable considerations therefore. This does not apply to owner's immediate family members limited to: father, mother, daughter and son of the owner.

Q. How do I register my property as a Rental?

Forms for the rental registration program can be picked up in person at the Building Department or printed off of the Building Department's website. Once you complete the form, you may mail it in or file it in person at the customer service counter at the building department. Then, an exterior inspection will be completed to determine if there are any violations of the Brook Park property maintenance code. Violations must be corrected within 30 days. Extensions may be granted at the discretion of the Building Commissioner.

Q. How long do I have to register my rental property?

Owners of a rental unit within the City shall register such rental unit with the Building Department within 30 days of acquiring ownership of a rental unit.

Q. What are the fees associated with the Rental Registration?

Each application for rental registration shall be accompanied by a nonrefundable fee of \$100 per rental unit with a maximum fee for rental units of \$2,000.

Q. How will I know when my rental fees are due?

Each certificate of Registration shall expire on March 1st of each year. The owner of the rental unit shall renew the registration of a rental unit on or before March 1st of each year. At the time of renewal, the owner shall supplement the information provided to reflect any changes in tenants or otherwise from the initial application.

Q. What if a rental unit is vacant?

If the unit is vacant but habitable the owner is still required to comply with the Rental Registration requirements. If the unit is being renovated and the proper permits have been obtained from the Building Department the owner may be exempt from the registration fee until the renovations have been completed.

Q. What happens if I sell my rental property?

Chapter 1323 of the Brook Park codified ordinances requires that before a dwelling, building or structure is sold, the current owner shall apply for a Re-Occupancy Permit. If the dwelling, building or structure is to be sold "as is", the owner shall furnish to the new owner a copy of all violations found upon inspection which must be corrected before a Re-Occupancy Permit can be issued.

Q. What type of inspections are required for a Rental Property

In an effort to maintain housing standards in the community an exterior inspection is completed at the time of Rental Registration as well as Annually after the first year of registration. *The yearly inspections are completed randomly from April-August. If at the time of the exterior plan view inspection violations are noted the owner will receive a notice of violation with a 30-day correction order.*

Q. What will happen if I do not comply with the Ordinance?

Failure to submit the required fees and obtain/renew a rental registration is a violation of Brook Park Codified Ordinance 1414.03. a 14-day notice to comply will be sent. If compliance is not achieved within the 14-day time frame a citation/summons will be issued to appear in court. If found guilty, you will be required to pay a \$300 late fee as well as possible court fines and fees.

Please contact the Building Department if you have any additional questions.