

**ADMINISTRATION**

**Anthony DiCicco**  
*Mayor/Safety Director*

**DEPARTMENT OF BUILDING**

**Braden Thomas**  
*Director*

**Affidavit of Dwelling Unit Occupancy**

1. The property located at \_\_\_\_\_, Mayfield Heights, Ohio is  
(House Address)  
  
occupied by \_\_\_\_\_,  
(Occupant's Name) (Occupant Phone Number)
2. The occupant referenced above (1) is related to me/us by way of: (circle one)  
Grandfather, Grandmother, Father, Mother, Brother, Sister, Son, Daughter, Grandson,  
Granddaughter.
3. The dwelling unit is exempt from the Mayfield Heights rental property registration, as required  
by Section 1341 of the Codified Ordinances of the City of Mayfield Heights, until such time  
as there is a change in the occupancy status.
4. I/We further understand that a person required to furnish this affidavit who willfully furnishes  
a false or fraudulent affidavit, is guilty of a misdemeanor of the first degree and, upon  
conviction, must be fined not more than one thousand dollars or imprisoned not more than six  
months, or both. (Mayfield Heights Codified Ordinance 505.10)

\_\_\_\_\_  
Legal Owner, please print

\_\_\_\_\_  
Legal Owner Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

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