



City of Cleveland
Certificate of Disclosure Application for
Transferring Real Property

Section § 367.12 requires that anyone selling or transferring real property, or entering into a contract for such, must provide the buyer with a Certificate of Disclosure. The process fee is \$60.00 per structure on lot.

Part A: To be completed by Escrow/Transferring Agent
Anticipated Transfer Date: _____

Property Address: _____
Cleveland, OH Zip: _____ Parcel # _____

Name of Seller (s): _____
Mailing Address of Seller: _____

Email: _____
Phone: _____

Part B:
Purchaser's Name: _____
If Purchaser is a corporation, LLC, partnership or other entity, provide state of incorporation: _____
State Tax Identification Number: _____
Address: _____
City/State/Zip: _____
Telephone: _____
Email: _____

Title Agency
Name: _____
Address: _____
City/State/Zip: _____
Phone: _____
Email: _____

Part C: PROPERTY MANAGEMENT/MAINTENACE CONTACT
INFORMATION: If rental property

Company/Agent's Name: _____
If property manager is a corporation, LLC, partnership or other entity, provide State of Ohio tax id number: _____
Address: _____
City/State/Zip: _____
Telephone: _____
Cellphone: _____
Email: _____

I, hereby, attest the above information is true to the best of my actual knowledge this ____ day of _____
Escrow/Transferring Agent: _____

Part D: 3106.06 Inspection Required for Transfer of Vacant Residential Property – To be completed by current Owner
Vacant Property Compliance Questions for Certificate of Disclosure

1. Is this property currently vacant? Yes ☐ or No ☐
2. If property is currently vacant, is it registered with the Vacant Property Registry? Yes ☐ or no ☐
- If yes, what is the VPR # _____
3. If yes and property is a 1-3 dwelling unit has property been inspected? Yes ☐ or No ☐

Part E: § 365.02 Non-Owner-Occupied Residential Unit Registration Section - to be completed by the current Owner

- 1.) Is this property currently being used as a Rental Property? Yes or No If no, proceed to payment and submit your application.
- 2.) If so, is there a current Certificate of Rental Registration on file with the Department of Building & Housing? Yes ☐ or No ☐
- 3.) Rental Registration ID Number: _____
- 4.) Number of dwelling units: _____
- 5.) Number of store front units: _____
- 6.) Is the owner currently occupying this structure or a unit? Yes ☐ or No ☐

Lead-Safe Certification. Beginning March 1, 2021, all residential rental units constructed before January 1, 1978 shall have lead-safe certification from the Director according to a quarterly schedule established by the Director, but in no case later than March 1, 2023.

- 7.) Is there a current lead safe certificate of file with Department of Building & Housing? Yes ☐ or No ☐

8.) The Owner(s) represents that the statements contained in this form are made in good faith based on his/her actual knowledge as of the date signed by the Owner(s).

OWNER _____ DATE _____ OWNER _____ DATE _____



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After completion of Parts A, B, C D, E please submit your Certificate of Disclosure Application on the online portal at <https://aca-prod.accela.com> and the \$60.00 processing.

PART F: CONDITION OF PROPERTY - TO BE COMPLETED BY CITY OF CLEVELAND PERSONNEL

1. Property Address: _____
2. Permanent Parcel Number: _____
3. Legal authorized use of property? _____
4. How many structures on lot? _____
5. Is property new construction? Yes ☐ or No ☐ If yes, year built.
6. Has Certificate of Occupancy been issued? Yes ☐ or No ☐ If yes, when?
7. Is property in an Historic District?* Yes ☐ or No ☐

If property is in a Historic District, contact the City of Cleveland’s Landmarks Commission at 664-2532 to obtain guidelines on maintaining this property.

8. Is property condemned? Yes ☐ or No ☐ If yes, when?
(b) Is garage condemned? Yes ☐ or No ☐, when?
9. Has property ever been condemned? Yes ☐ or No ☐ If yes, when?
10. Are there any open reported violations on property? Yes ☐ or No ☐ If yes, attach Violation Notice(s).
11. B&H Lead violations? (if yes, attach Violation Notice(s). Yes ☐ or No ☐
12. Is there an open lead Hazard control order on property? Yes ☐ or No ☐

If yes, contact the City of Cleveland Public Health Department at (216) 664-2300

Issued on the ____ day of _____, _____

PART G: TO BE COMPLETED BY PURCHASER

RECEIPT & ACKNOWLEDGEMENT OF POTENTIAL PURCHASER(S)

1.) Will the owner occupy this property? Yes ☐ or No ☐

If no, please register your non-owner occupied residential property with the Department of Building & Housing, once the property has transferred. In order to combat lead poisoning, the City of Cleveland has required residential rental units built before 1978 to obtain a Lead Safe Certification. Owner(s) must hire an independent, certified lead safe worker to conduct an inspection.

- 2.) If this property remains vacant, you must register with the Vacant Property Registry within 15 days of transfer.

RECEIPT & ACKNOWLEDGEMENT OF POTENTIAL PURCHASER(S)

I acknowledge receipt of this Certificate of Disclosure form and any violations and condemnation history linked to this property. Additionally, I understand the requirement to register all non-owner occupied residential properties and vacant properties with the City of Cleveland, Department of Building and Housing.

Purchaser (s) Signature: _____ Date: _____

Mailing Address: _____ City/State/Zip: _____

Email: _____

Return all completed and signed certificate of disclosures to: certificateofdisclosure@clevelandohio.gov



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CITY OF CLEVELAND CERTIFICATE OF DISCLOSURE APPLICATION FOR TRANSFERRING Real Property
Escrow/Transferring Agent must ensure that this form is completed in its entirety prior to transfer.
Indicate "NA" for all questions that do not apply.

If violations and/or a condemnation history is found on the referenced property, the Purchaser shall sign the current Violation Notice and/or condemnation history as attachments to the purchase agreement and those documents are to be forwarded to Records Administration in Room 517 along with a signed copy of Parts A through E of the Certificate of Disclosure Application for filing.

If no violations and/or condemnation history is found on the referenced property, the signed Certificate of Disclosure Application will be mailed or emailed to the Escrow Agent.

It is the responsibility of the Escrow Agent to return the Certificate of Disclosure Application via mail or email with the Purchaser's signature acknowledging receipt to the City of Cleveland after property has transferred.

The processing fee of \$60.00 must accompany the Certificate of Disclosure Application. If the processing fee is not enclosed, the application process will not be completed. Any questions can be directed to certificateofdisclosure@clevelandohio.gov

Note: For all rental properties or properties not occupied by the owner, the rental fees must be current before the Certificate of Disclosure Application is released. Any delinquencies must be collected at this time.

Ordinance #1039.203, enacted 02/05/2024 mandates the completion of the Certificate of Disclosure form for all real property transactions prior to the sale or transfer of said property and prior to any disbursement of funds.

Violation of this Housing Code is a penalty of not less than \$50.00 and no more than \$500.00 for the first offense, and for a second or subsequent offense shall be fined not less than \$100.00 or no more than \$1,000.00 or imprisoned for not more than six months or both. A separate offense shall be deemed committed each day during or on which an offense occurs or continues