

City of University Heights
Frequently Asked Questions
about the new rental permit forms

Q: My tenant is moving here from out of state, how can I get them to sign the rental permit?
I don't have a tenant yet for my unit, what do I enter for tenant information?

A: If you don't have tenant information yet or your tenant is coming from out of state and cannot sign the form, please submit it with tenant information left blank and with full payment by July 1. You can then update your tenant information and get their signature within 21 days of their arrival.

Q: Can I have three students and one non-student share a lease if I have enough bedrooms and enough parking?

A: Yes.

Q: Where are your ordinances found?

A: <http://university-heights.org/ordnum.html>

Q: Whose signatures need to be notarized?

A: The owner/agent signature is the only one that needs to be notarized. The tenant signatures do not need to be notarized.

Q: May I double stack parking spots (park bumper to bumper so that one car has to be moved for the second to get out)?

A: You can double stack cars up to two deep. One car in the driveway blocking one car in the garage counts as two cars stacked.

Q: Do Grandview apartments need to attach a parking spot diagram?

A: No, only single family homes need to attach a parking spot diagram.

Q: What residences does the rental permit cap apply to?

A: The rental permit cap applies only to single family homes, not to apartment buildings.