

EVICTION FILING CHECKLIST

City of Cleveland Housing Court

- A completed **Complaint Form**.
(Form available on Cleveland Housing Court Website)
- A copy of the **Thirty (30) Day Notice**, if required.
(Form available on Cleveland Housing Court Website)
- A copy of the **Three (3) Day Notice** given to the tenant/guest.
(Form available on Cleveland Housing Court Website)
- A copy of the **Lease**, if there is one.
- A copy of the *current* **Rental Registration** if you are the *owner* of the unit. If the owner lives at the property, the Rental Registration is *not* required. If you are a *tenant* evicting someone from your unit, a copy of the **Lease** is required. You can call the *City of Cleveland's Division of Records* at **216-664-2827** for more information on the Rental Registration.
- **Proof of Ownership:** Provide the most recent tax bill or Proof of Ownership dated within 1 year of the filing date. Tax bills for all properties in the City of Cleveland can be found at the Cuyahoga County Fiscal Office's website free of charge—
<https://myplace.cuyahogacounty.us/>.
- **Proof of Corporate Status**, required for all complaints brought by a domestic or foreign business entity (i.e., corporation, non-profit, LLC, LP, LPA, fictitious entity or "DBA"). Include a copy of the **owner's good standing, active registration, or license** with the **Ohio Secretary of State**. Any proof must be dated within 1 year of the filing date.
- The **Affidavit of Lead-Safe Certification Status**, required for all properties as of 04/01/2021. This form must be signed by the owner, and notarized.
(Form available on Cleveland Housing Court Website)

Provide the City of Cleveland Clerk of Courts office with your signed complaint and all other forms attached, along with *two additional copies* for **each tenant/guest** above the age of 18 being evicted, and *one additional copy* for your records.

When filing an eviction with the City of Cleveland Clerk of Courts, the **Filing Fee** for an eviction is **\$110** for one tenant/guest, plus **\$7** for each additional tenant/guest.

FOR MORE INFORMATION YOU CAN REACH A HOUSING COURT SPECIALIST BY CALLING **216-664-4295**