

# EVICTON 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.
- (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**