



City of Cleveland
Department of Building and Housing
601 Lakeside Avenue, Room 517, Cleveland, Ohio 44114
216.664.2825 or 216.664.2826

RECORDS REQUEST FORM

Date: _____

Statement of authorized use (\$40.00)

Code violation letter (\$20.00)

****Please note, if there is more than one structure on a lot, submit a processing fee for each structure. ****

Property Address: _____

No. of dwelling units in the structure: _____

Occupancy/Use: _____

Seller's Name(s): _____

Address: _____

Telephone No.: _____

Purchaser's Name(s): _____

Address: _____

Telephone No.: _____

Title Company Name: _____

Address: _____

Telephone No.: _____

Escrow/Transferring Agent: _____

**Please mail this form and payment payable to the City of Cleveland
(check, money order or credit card)**