



RENTAL PROPERTY REGISTRATION

City of Youngstown

9 West Front Street, Suite 208

Youngstown, OH 44503

330-742-8833

No Cancellation Notice No One at Residence for a Confirmed Appointment

Dear Property Owner,

Our office attempted to inspect the following property (ies) on ____/____/____:

Attached please find an invoice that reflects the Rental Property Registration Offices **No Cancellation Notice/No One at Residence for a Confirmed Appointment fee**. The fee is \$25.00 per property. Our office understands that schedules change, which is why we allow a property owner or manager to cancel without a fee **as long as our office is notified by 8:00 AM the day of the inspection for morning appointments and by 12:00, Noon for the afternoon appointments.**

If you need to discuss this situation, or if the Rental Property Registration Office can be of further assistance, please feel free to contact us at (330) 742-8833. Thank you for your cooperation.

Cordially,

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Deborah M. Myers

Administrator for the City of Youngstown

Rental/Vacant Property Department

Phone: 330-742-8833

Fax: 330-743-3602

Email: rpr@cityofyoungstownoh.com