



## **SPECIAL ASSESSMENT REQUEST**

### **ATTENTION SELLERS, BUYERS, AGENTS AND TITLE/ESCROW COMPANIES**

A COMPLETED SPECIAL ASSESSMENT SEARCH LETTER MUST BE SUBMITTED TO THE HOUSING DEPARTMENT BEFORE AN OCCUPANCY PERMIT IS GRANTED.

A Special Assessment search must include the following information. Check for \$25.00. (*Made payable to the "City of Bedford Heights"*)

1. Name of buyer and seller
2. Property Address
3. Personal Parcel Number
4. Self-addressed envelope
5. Date of Title Transfer

This assessment request should be completed and submitted to the Housing Department as soon as possible. Allow 10-15 days for processing

An occupancy permit will not be granted if fees and charges are not paid in full. This includes grass cuttings and sewer charges. A copy of the HUD settlement statement is acceptable. If fees have been paid please forward a paid receipt to the Housing Department.

Thank you for your cooperation,

Bedford Heights Housing Coordinator  
5661 Perkins Road  
Bedford Heights, Ohio 44146