

# EVICTION FILING CHECKLIST

## City of Cleveland Housing Court

- A copy of the **Three (3) Day Notice** given to the tenant/guest.  
*(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 **Lease**, if there is one.
- A completed **Complaint Form**.  
*(Form available on Cleveland Housing Court website)*
- 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:** Tax bills proving ownership 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/>
- The **Federal Mortgage Affidavit**, if the owner is evicting for non-payment of rent. This form must be signed by owner and a Notary Public.  
*(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**.