



Benjamin W. Brown  
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**INSTRUCTIONS FOR COMPLETING THE  
CITY OF WARRENSVILLE HEIGHTS  
AFFIDAVIT OF PROPERTY OWNER**

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**PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE SUBMITTING THE  
AFFIDAVIT OF PROPERTY OWNER.**

1. **Complete the form in its entirety.** If the property owner is an individual person, and **is not an entity** (ex. corporation, limited liability company), then you do not have to complete paragraph 5 of the affidavit.
2. **Attach a copy of proof of your position with the property owner/entity.** If the property owner is an entity (ex. corporation, limited liability company) and you are the managing partner, general partner or other person that has authority to act on behalf of the entity as indicated in paragraph 5 of the affidavit, you must attach a copy of proof of that position with the entity.
3. **Attach a copy of your photo identification.** You must attach a copy of the form of identification that is marked in paragraph 7 of the affidavit.
4. **Present your photo identification to the Notary Public at time of signing.** You will need to sign the affidavit **using blue ink and in the presence of a Notary Public**. At that time, you must also present your photo identification as indicated in paragraph 7 of the affidavit.
5. **The original affidavit must be submitted.** Copies of the affidavit will not be accepted. You must submit the original affidavit with your original signature in **blue ink** and the original signature/stamp of the Notary Public.



7. On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I presented to the undersigned Notary Public as proof of my identity the following valid form(s) of identification **and attached a copy said identification to this affidavit:**

- Driver's License                       State Identification                       U.S. Passport

I am familiar with and agree to comply with the rules and regulations of the City's Codified Ordinances and other applicable laws. I understand that submitting willful false statements on this affidavit are punishable under the law and may jeopardize the validity of the affidavit and application or document that I am submitting and any resulting registration, permit, or other action by the City of Warrensville Heights that I am seeking. I declare under penalty of perjury that the information I am submitting is true and correct.

Signature of Affiant: \_\_\_\_\_

Subscribed and sworn (or affirmed) on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, who personally appeared before me as the signer and subject of the above form, who signed or attested to the same in my presence and proved to me on the basis of satisfactory evidence to be the person who appeared before me. This is an acknowledgement. No oath or affirmation was administered to this signer.

\_\_\_\_\_  
Notary Public  
My Commission expires on \_\_\_\_\_

(Seal)