

# RESIDENTIAL RENTAL PROPERTY REGISTRATION



101 E. Main Street  
Batavia, OH 45103

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## OWNER/OFFICER AGENT INFORMATION

**A.** Ohio law requires owners of residential rental property to register such properties with the county auditor by providing the information requested below. If the residential rental property is owned by a corporation or some other business entity, the information below must be provided for an officer, partner, manager, trustee, or associate. Failure to comply with this law is a minor misdemeanor.

Owner/Corporation Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Corporate Officer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Ownership Type:    Individual     Sole Proprietorship     Partnership     Corporation     Trust

**B.** If the owner of the residential rental property resides outside the state of Ohio, an Agent must be designated by the owner providing the information below. An Agent must be a person at least 18 years of age who resides anywhere in Ohio.

Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

## RENTAL PROPERTIES OWNED IN CLERMONT COUNTY

1. Location Address: \_\_\_\_\_ City/Township/Village: \_\_\_\_\_

Auditor Parcel Identification #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

Number of Rental Units on Property: \_\_\_\_\_ Year Built: \_\_\_\_\_

2. Location Address: \_\_\_\_\_ City/Township/Village: \_\_\_\_\_

Auditor Parcel Identification #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

Number of Rental Units on Property: \_\_\_\_\_ Year Built: \_\_\_\_\_

3. Location Address: \_\_\_\_\_ City/Township/Village: \_\_\_\_\_

Auditor Parcel Identification #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

Number of Rental Units on Property: \_\_\_\_\_ Year Built: \_\_\_\_\_

## RESIDENTIAL RENTAL PROPERTY REGISTRATION

4. Location Address: \_\_\_\_\_ City/Township/Village: \_\_\_\_\_  
Auditor Parcel Identification #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_  
Number of Rental Units on Property: \_\_\_\_\_ Year Built: \_\_\_\_\_

5. Location Address: \_\_\_\_\_ City/Township/Village: \_\_\_\_\_  
Auditor Parcel Identification #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_  
Number of Rental Units on Property: \_\_\_\_\_ Year Built: \_\_\_\_\_

6. Location Address: \_\_\_\_\_ City/Township/Village: \_\_\_\_\_  
Auditor Parcel Identification #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_  
Number of Rental Units on Property: \_\_\_\_\_ Year Built: \_\_\_\_\_

7. Location Address: \_\_\_\_\_ City/Township/Village: \_\_\_\_\_  
Auditor Parcel Identification #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_  
Number of Rental Units on Property: \_\_\_\_\_ Year Built: \_\_\_\_\_

### INSTRUCTIONS

The State of Ohio requires residential rental property owners to register their rental properties with the County Auditor. Residential Rental Properties include real property, one or more dwelling units leased or rented solely for residential purposes, or a mobile home park or a site where lots are leased for parking mobile/manufactured homes/ RVs for residential purposes. This regulation does not pertain to hotels or college dorms.

Section A. If you are an Individual owner or Sole Proprietor, please include your Full Name. If a Partnership, Corporation or Trust, please include the name of the entity as well as the name of a corporate officer. Phone refers to the primary contact phone number for the property.

Section B. The State of Ohio requires that if the owner resides outside of the State of Ohio, the owner must designate an in-state Agent. The agent must be at least 18 years of age and reside in the State of Ohio. Again, the primary contact phone number should be included.

Please fill out information for each residential rental property owned in Clermont County. The parcel ID # and the year built are available at [WWW.CLERMONTAUDITOR.ORG](http://WWW.CLERMONTAUDITOR.ORG). The Mobile Home Lot # is located on your tax bill.

Mail completed form to:

Clermont County Auditor's Office  
Rental Registration  
101 East Main Street  
Batavia, OH 45103

Or fax to: (513) 732-7226.

Within 10 days of any change in this information, the owner of the residential property is required to update this information with the County Auditor's office.

This information is public record and failure to provide this information is a minor misdemeanor. Please call (513) 732-7150 for assistance.

\_\_\_\_\_  
Owner/Application Signature

\_\_\_\_\_  
Date