

Residential Rental Property Registration

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ASHLAND COUNTY AUDITOR

142 West 2nd Street
Ashland, OH 44805

Office Phone: 419-282-4235

www.ashlandcoauditor.org

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 Ashland 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: _____

Additional properties owned in Ashland County may be submitted on the next page.

Owner/Applicant Signature

Date

Rental Properties owned in Ashland County

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: _____

8. 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 reside 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 Ashland County. The parcel ID # and the year built are available at www.ashlandcoauditor.org. The Mobile Home Lot # is located on your tax bill.

Mail completed form to:
Rental Registration
Ashland County Auditor's Office
142 West 2nd Street
Ashland, OH 44805

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 (419) 282-4235 for assistance.

**Highlights of Requirement of Apartment Owners to File Information
County Auditor (Sub. HB 294, as enacted)**

- ❖ Owners of residential rental property must file the following information with the County Auditor (5323.02(A)):
 - ⇒ Name, address, and phone number of an owner, trustee, administrator, general partner, manager, associate, or member, depending on how the property is owned.
 - ⇒ Street address and permanent parcel number of the property
 - ⇒ The year any dwelling units were built

- ❖ The information will be filed and maintained in a manner to be determined by the Auditor (5323.02 (B))

- ❖ The information is public record (5523.04)

- ❖ **"Residential Rental Property"** means (5323.01)
 - ⇒ Real Property
 - ⇒ 1 or more dwelling units leased or rented solely for residential purposes; or
 - ⇒ Mobile Home park or site where lots are leased for parking mobile/manufactured homes/RVs for residential purposes
 - ⇒ Does not include hotels or college dorms

- ❖ The owner must update changed information within 10 days (5323.02 C)

- ❖ Owners of residential rental property who reside out of state must designate an individual in Ohio to serve as their agent for the acceptance of process for legal actions or proceedings (5323.03)
 - ⇒ The County auditor must determine the manner in which the designation must be made
 - ⇒ If the owner has already designated such an agent with the Secretary of State, a certified copy of that document must be filed with the Auditor.

- ❖ No Owner of residential rental property shall fail to comply with the filing or updating of information requirements or shall fail to satisfy the designation of agent requirement or the filing of the appropriate designation of agent document requirement. Whoever violates this section is guilty of minor misdemeanor. (Sec. 5323.99)