

RESIDENTIAL RENTAL PROPERTY REGISTRATION

NANCY DIXON
VAN WERT COUNTY AUDITOR

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A. Ohio law (ORC 5323.02) 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: _____

1. Location Address: _____ City/Township/Village: _____

Auditor Parcel Number: _____ Mobile Home Lot # _____

Number of Rental Units on Property: _____ Year Built: _____

2. Location Address: _____ City/Township/Village: _____

Auditor Parcel Number: _____ Mobile Home Lot # _____

Number of Rental Units on Property: _____ Year Built: _____

3. Location Address: _____ City/Township/Village: _____

Auditor Parcel Number: _____ Mobile Home Lot # _____

Number of Rental Units on Property: _____ Year Built: _____

Additional properties owned in Van Wert County may be submitted on the back.

Owner/Applicant Signature

Date

RENTAL PROPERTIES OWNED IN VAN WERT COUNTY

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

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

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

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

8. Location Address: _____ City/Township/Village: _____
Auditor Parcel Number: _____ 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 dormitories.

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 the 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 Van Wert County. The parcel ID# and the year built are available at: www.co.vanwert.oh.us The mobile home lot number is located on your tax statement.

Mail completed from to: Attn: Rental Registration OR Fax to: (419) 238-1111
Van Wert County Auditor
121 E. Main St.
Van Wert, OH 45891

This information is public record and failure to provide this information is a minor misdemeanor.