

RESIDENTIAL RENTAL PROPERTY REGISTRATION

FREQUENTLY ASKED QUESTIONS

What is Residential Rental Property?

Residential rental property is any residential property in which money is exchanged, meaning the dwelling unit is leased or otherwise rented to tenants solely for residential purposes. Examples include, but are not limited to, an apartment, single-family home, or multi-family units. The exceptions are a hotel or a college or university dormitory.

All real property parcels on which at least one residential living unit is leased or rented as described above are considered residential rental property, regardless of other improvements (e.g., apartment over retail space) that are located on the parcel.

Who Must File?

Ohio Revised Code Section (O.R.C.) 5323.02 requires an owner of residential rental property to file certain information with the auditor of the county in which the property is located. If the residential rental property is owned by multiple individual owners, then only one of them is required to file as the contact person. If the property is owned by a business entity, then *one of the following individuals must register the property as the contact person*:

- A trustee, in the case of a trust or business trust;
 - The executor or administrator, in the case of an estate;
 - A general partner, in the case of a partnership or a limited partnership;
 - A member, manager, or officer, in the case of a limited liability company;
 - An officer, in the case of a corporation;
 - A member, manager, or officer in the case of any other business entity.
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What Information Must Be Filed?

- In the case of an individual owner: the name, address, and phone number of the owner.
- In the case of multiple individual owners: the name, address and phone number of the owner who is filing as the contact person.
- In the case of an owner other than an individual or individuals: the name, address and phone number of the individual who is filing as the contact person.
- **In all cases, the street address and parcel number of the residential rental property.**

****NOTE:** An owner of residential rental property who resides outside of the State of Ohio **must designate an individual who resides in the state to serve as the management or agent contact** or provide a certified copy of their Ohio statutory agent filing.

What Information May Be Filed?

- Out of state owners **must** provide an in-state management contact, but an in-state owner **may** provide a management contact in addition to owner information.
 - This information can be provided or updated via the online rental registration portal www.franklincountyauditor.com/real-estate/rental-registration.
 - All of the same information required for an owner contact is required for a management contact.
 - **The property owner can designate if owner information, management information, or both will be displayed on the property search website.**
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When Must Information Be Filed?

An owner must file the required information with the county auditor within 60 days after notification following the property transfer or when the property tax bill is received, or after any change in the information occurs.

Failure to comply with the initial filing or updating of the information is considered a violation of the law, and each property is then subject to a fine of \$150 per tax year.

If you have any questions, please contact the Franklin County Auditor's office at 614-525-HOME (4663) or RentalRegistration@franklincountyohio.gov.



**Residential Rental Property Registration
Franklin County Auditor**

Parcel ID: _____

- If the rental property contains more than one street number, include both the first and last number within the street number range.**
- If the rental property contains 20 units or more, please provide its main address only.**

Street Address: _____

Number of Units: _____ *Average Unit Rent Amount \$: _____

**Rent information is not required to be provided under Ohio Law.
Rent information is collected to assist in the formulation of tables used in mass appraisal.*

Contact Information

- If property is owned by one or more individual owners, then only one of the owners is required to file as the contact agent.**
- If a property is owned by a business entity, then one of the following must register as the contact agent: trustee, general partner, member, manager, or officer.**
- Owner details are always required. Management details are only required for out of state owners or if you indicate that the management contact should be published to the Auditor's website.**

OWNER DETAILS (ALWAYS REQUIRED)				MANAGEMENT DETAILS			
Contact Name:				Contact Name:			
Title:				Title:			
Business Name:				Business Name:			
Address:				Address:			
City:		State:		City:		State:	
Zip Code:				Zip Code:			
Phone Number:				Phone Number:			
Email Address:				Email Address:			

Publish Email? Yes No

Publish Email? Yes No

By selecting Yes, you are agreeing that the provided e-mail address may be published on Franklin County Auditor website(s) as a method of contacting you regarding these properties. This is not required to register properties with the Franklin County Auditor.

Information to be published to the Auditor's website (Must select at least one):

Owner Contact Details Management Contact Details Owner and Management Contact Details

I DECLARE UNDER PENALTY OF PERJURY THAT THIS STATEMENT, TO THE BEST OF MY KNOWLEDGE AND BELIEF, IS A TRUE AND COMPLETE STATEMENT.

Authorized Signature: _____ **Date:** _____

Print Name: _____

Please mail or email completed form to:
Franklin County Auditor's Office – Rental Registration
373 S. High St., 19th Floor
Columbus, OH 43215
RentalRegistration@franklincountyohio.gov