

## RESIDENTIAL RENTAL PROPERTY REGISTRATION

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### 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 that are located on the parcel. For instance, a parcel improved with a street-level retail store and two second floor apartments that are leased to residential tenants is residential rental property even though the parcel may be classified as commercial for real property tax purposes.

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### 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 county auditor in which the property is located. If the residential rental property is owned by multiple individual owners, only one of them is required to file as the contact person. If the property is owned by a business entity, *one of the following 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.
- 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 contact person*.

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### When Must Information Be Filed?

An owner must file the required information with the county auditor within 60 days following notification when the property transfers or when property tax bill 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 fines of \$150 per tax year.

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All information is considered public record (ORC 149.43).

If you have any questions, please contact the Franklin County Auditor's Office at 614-525-4663 (HOME) or email at [clarencemingo@franklincountyohio.gov](mailto:clarencemingo@franklincountyohio.gov).



**Residential Rental Property Registration  
Franklin County Auditor**

**Parcel ID:** \_\_\_\_\_

- *If the property contains more than one street address, enter **both** the first and last number.*
- *If it involves 20 units or more, please provide the main address only.*

Street Number: \_\_\_\_\_ through \_\_\_\_\_ Street Direction: \_\_\_\_\_

Street Name: \_\_\_\_\_ Street Suffix: \_\_\_\_\_

Apartment/Suite Number: \_\_\_\_\_

Number of Units: \_\_\_\_\_ Average Unit Rent Amount \$: \_\_\_\_\_

**Contact Information**

- *An individual owner must file as the contact person.*
- *If property is owned by multiple individual owners, only one of them is required to file as the contact person.*
- *If owned by a business entity (e.g., trust, LLC/LP, corporation), one of the following must register as the contact person, i.e. trustee, executor, general partner, member, officer.*
- *An owner who resides outside of the state must designate an individual who resides in the state to serve as the contact agent.*

Contact Name: \_\_\_\_\_  
*(Must be individual)*

Contact Title: \_\_\_\_\_ (Owner, Trustee, Executor, General Partner, Member, Officer, etc.)

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

City: \_\_\_\_\_ State: **OHIO** Zip Code: \_\_\_\_\_  
*(Must be Ohio)*

Phone Number: \_\_\_\_\_

**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:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Mail completed form to:  
**Franklin County Auditor's Office  
Rental Registration  
373 S. High St., 21<sup>st</sup> Floor  
Columbus, OH 43215  
[clarencemingo@franklincountyohio.gov](mailto:clarencemingo@franklincountyohio.gov)**