

RESIDENTIAL RENTAL PROPERTY REGISTRATION



451 West Third Street
PO Box 972
Dayton, OH 45422

KARL L. KEITH
MONTGOMERY COUNTY AUDITOR

Office Phone: 937-225-4314
Office Fax: 937-225-5036
On the Web: www.mcauditor.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 and is subject to the assessment of a penalty of up to \$150 against the property that is subject to the violation.

Owner/Corporation Name: _____ Phone: _____

Corporate Officer Name: _____

Address : _____

City: _____ State _____ Zip _____

Ownership Type: Individual Sole Proprietorship Partnership Corporation Trust

B. A Contact Agent must be designated for a corporation or other business entity. If the corporate officer designated above is also the contact agent, leave this section blank.

Agent Name: _____ Phone: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Rental Properties owned in Montgomery County

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

Auditor Parcel Identification #: _____ Mobile Home Lot #: _____

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

Auditor Parcel Identification #: _____ Mobile Home Lot #: _____

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

Auditor Parcel Identification #: _____ Mobile Home Lot #: _____

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

Auditor Parcel Identification #: _____ Mobile Home Lot #: _____

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

Owner/Applicant Signature

Date

Rental Properties owned in Montgomery County

5. Location Address : _____ City/Township/Village: _____
Auditor Parcel Identification #: _____ Mobile Home Lot #: _____
6. Location Address : _____ City/Township/Village: _____
Auditor Parcel Identification #: _____ Mobile Home Lot #: _____
7. Location Address : _____ City/Township/Village: _____
Auditor Parcel Identification #: _____ Mobile Home Lot #: _____
8. Location Address : _____ City/Township/Village: _____
Auditor Parcel Identification #: _____ Mobile Home Lot #: _____
9. Location Address : _____ City/Township/Village: _____
Auditor Parcel Identification #: _____ Mobile Home Lot #: _____
10. Location Address: _____ City/Township/Village: _____
Auditor Parcel Identification #: _____ Mobile Home lot #: _____

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, 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: An owner of residential rental property is required to register a contact agent for that property with the County Auditor's office within 60 days (including weekends and holidays) following the day a real property conveyance form for that property is filed with the County Auditor.

Please fill out information for each residential rental property owned in Montgomery County. The Parcel ID # is located on your tax bill and is available at www.mcauditor.org. The Mobile Home Lot # is also located on your tax bill.

Within 60 days of any change in this information (including weekends and holidays), the owner of the residential rental property is required to update this information with the County Auditor's office.

This information is public record and failure to file this information in a timely manner is a minor misdemeanor and may result in the assessment of a penalty of up to \$150 against property that is subject to the violation. Please call (937) 225-4314 for assistance.

Mail completed form to:
Rental Registration
451 W Third St., P.O. Box 972
Dayton, OH 45422.

Or fax to: (937) 225-5036.