

RESIDENTIAL RENTAL PROPERTY REGISTRATION



627 Wheeling Ave.
Suite 301
Cambridge, OH 43725

Tony Brown
Guernsey County Auditor

Office Phone: 740-432-9243
Office Fax: 740-439-6265
Web: www.guernseycounty.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 Guernsey County

1. Location Address : _____ Auditor Parcel #: _____
City/Township/Village: _____ Number of Rental Units on Property: _____

2. Location Address : _____ Auditor Parcel #: _____
City/Township/Village: _____ Number of Rental Units on Property: _____

3. Location Address : _____ Auditor Parcel #: _____
City/Township/Village: _____ Number of Rental Units on Property: _____

4. Location Address : _____ Auditor Parcel #: _____
City/Township/Village: _____ Number of Rental Units on Property: _____

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

Owner/Applicant Signature

Date

Rental Properties owned in Guernsey County

5. Location Address : _____ Auditor Parcel #: _____
City/Township/Village: _____ Number of Rental Units on Property: _____
6. Location Address : _____ Auditor Parcel #: _____
City/Township/Village: _____ Number of Rental Units on Property: _____
7. Location Address : _____ Auditor Parcel #: _____
City/Township/Village: _____ Number of Rental Units on Property: _____
8. Location Address : _____ Auditor Parcel #: _____
City/Township/Village: _____ Number of Rental Units on Property: _____
9. Location Address : _____ Auditor Parcel #: _____
City/Township/Village: _____ Number of Rental Units on Property: _____
10. Location Address : _____ Auditor Parcel #: _____
City/Township/Village: _____ Number of Rental Units on Property: _____
11. Location Address : _____ Auditor Parcel #: _____
City/Township/Village: _____ Number of Rental Units on Property: _____
12. Location Address : _____ Auditor Parcel #: _____
City/Township/Village: _____ Number of Rental Units on Property: _____

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 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 Guernsey County.

Mail completed form to:

**Guernsey County Auditor
Attn: Rental Registration
627 Wheeling Ave., Suite 301
Cambridge, OH 43725**

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.