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STARK COUNTY AUDITOR
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Residential Rental Property Registration Notice

Ohio Revised Code Section (R.C.) 5323.02 requires an owner of residential rental property 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. Failure to file this information in a timely manner may result in the assessment of a penalty of up to \$150 against the property that is the subject of the violation.

What is Residential Rental Property?

- 1) A real property parcel on which at least one dwelling unit leased or otherwise rented to tenants solely for residential purposes is located.
- 2) A real property parcel that is located in a mobile home park or other permanent or semi-permanent site at which lots are leased or otherwise rented to tenants for parking a manufactured home, a mobile home or a recreational vehicle used solely for residential purposes.
- 3) Residential rental property does not include a hotel or a college or university dormitory.

Who Must File?

R.C. 5323.02 requires an owner of residential rental property to file information about a contact agent with the county auditor. If a property has multiple individual owners, only one owner is required to file as the contact agent.

If the property is owned by a trust, business trust, estate, partnership, limited partnership, limited liability company, association, corporation or any other business entity, then one of the following individuals, as indicated below, must file as the contact agent.

If the property is owned by:

- a trust – a trustee must file
- an estate – the executor or administrator must file
- a partnership or a limited partnership – a general partner must file
- a limited liability company – a member, manager or officer of the company must file
- an association – an associate must file
- a corporation – an officer must file
- any other business entity – a member, manager or officer must file.

What Information Must Be Filed?

The contact agent must file the name, address and telephone number of the individual who is filing as the contact agent for the property, and the street address and permanent parcel number of the residential rental property.

Please contact your county auditor for additional information about how to register a contact agent.

Visit our website for the Residential Rental Property Registration form at www.starkcountyohio.gov/auditor and click on forms and documents or contact us by phone at (330) 451-7505

Stark County Auditor
110 Central Plaza S
Suite 220
Canton, Ohio 44702-1410
(330) 451-7505

Residential Rental Property Registration Form

Ohio Revised Code Section 5323.02 requires the owner of residential rental property to file with the county auditor of the county in which the property is located the information contained on this form.

Residential rental property is defined as:

- o Rental property on which is located one or more dwelling units leased or otherwise rented to tenants solely for residential purposes, or
- o mobile home park, or
- o Other permanent or semi-permanent site at which lots are leased or otherwise rented to tenants for the parking of a manufactured home, mobile home, or recreational vehicle that is used solely for residential purposes.

Residential rental property does not include a hotel or college or university dormitory.

Residential Rental Property Address

Residential Rental Property Permanent Parcel Number

Year the unit(s) were built (if dwelling units are leased or otherwise rented to tenants)

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IN AND OUT OF STATE OWNERSHIP

Residential Rental Property Owner Name*

Please check one of the following:

- ☐ Trustee ☐ Executor or Administrator
☐ General Partner ☐ Member ☐ Manager
☐ Officer *if applicable*

Residential Rental Property Owner Address*

Residential Rental Property Owner Phone Number*

* If the residential rental property is owned by a trust, business trust, estate, partnership, limited partnership, limited liability company, association, corporation, or any other business entity, provide the name, address and phone number of the following:

- 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 any other business entity

OUT OF STATE OWNERSHIP

Name of agent

Address of agent

Telephone number of agent

Note: If an out of state owner has previously designated and continues to maintain a statutory agent for the service of process with the secretary of state as a condition of being authorized to do business in this state pursuant to another section of the Revised Code, the owner need not fill out the foregoing but must supply a certified copy of the document filed with the secretary of state containing that designation..

An owner of residential rental property shall update the information on this form within then (10) days after any change in the information occurs.

All information herein is public record.