

**RESIDENTIAL**  
**RENTAL PROPERTY REGISTRATION**  
(County Auditor)

Newly enacted Section 5323.02/99, Ohio Revised Code (House Bill 294 – Effective 9/28/06) requires owners of residential **rental property** to file a *Residential Rental Property Registration*, copy of which is attached for properties in Franklin County (similar forms are available from County Auditors in adjacent counties).

“Residential rental property” means one or more dwelling units leased or rented solely for residential purposes, mobile home park or a site where lots are leased for parking mobile/manufactured homes/RVs for residential purposes.

Failure to make an initial filing or subsequently update an existing filing is a violation of R.C. 5323.99 and may constitute a “minor misdemeanor”.

Individual owners and the following representatives of “artificial entities” are responsible for these filings:

- |   |                            |
|---|----------------------------|
| • <b><u>Trust or Business Trust:</u></b>        | The Trustee                |
| • <b><u>Estate:</u></b>                         | Executor or Administrator  |
| • <b><u>General or Limited Partnership:</u></b> | General Partner            |
| • <b><u>Limited Liability Company:</u></b>      | Member, Manager or Officer |
| • <b><u>Association:</u></b>                    | Associate                  |
| • <b><u>Corporation:</u></b>                    | Any officer                |
| • <b><u>Other Business Entity:</u></b>          | Member, Manager or Officer |

The information required includes the name, address and telephone number of the owner along with the street address and Tax Parcel Number of the rental property.

A non-resident owner **shall designate** an *individual* residing in Ohio as the owner’s agent (similar to a statutory agent) for acceptance of service of process on behalf of the owner in any legal action or proceeding in Ohio.

Please feel free to give us a call with any questions you may have regarding this matter.

Campbell, Hornbeck, Chilcoat & Veatch LLC



**Residential Rental Property Registration**  
**Joseph W. Testa - 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 only give the main address.**

**Street Number** \_\_\_\_\_ **through** \_\_\_\_\_

**Street Direction** \_\_\_\_\_

**Street Name** \_\_\_\_\_

**Street Suffix** \_\_\_\_\_

**Apartment / Suite Number** \_\_\_\_\_

**# of living units on parcel** \_\_\_\_\_

**Owner Information**

**If owned by a business or owner does not reside in Ohio, please provide contact name & information**

**Owner / Contact Name** \_\_\_\_\_

**Business Name** \_\_\_\_\_

**Title** \_\_\_\_\_ **Owner, Manager, General Partner, Trustee, etc**

**Contact Address 1** \_\_\_\_\_

**Contact Address 2** \_\_\_\_\_

**City** \_\_\_\_\_

**State: Ohio**  **Yes**

**Zip Code + 4** \_\_\_\_\_ - \_\_\_\_\_

**Phone Number** (\_\_\_\_) \_\_\_\_\_ **ext** \_\_\_\_\_

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Mail completed form to:**  
Franklin County Auditor's Office  
373 S High St, 20th floor  
Columbus, Ohio 43215