



Barbara Curtiss

FAIRFIELD COUNTY AUDITOR

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Instructions for Residential Rental Property Registration.

(H.B. 294)

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/ RV's 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.

The Fairfield County Auditor's Parcel Identification Number can be found by referencing a previous Tax Bill or by logging onto the Auditor's Real Estate Website at:
<http://realestate.co.fairfield.oh.us>

There are 2 ways to submit the required information:

1. Fill out this Form, print it and mail to:

The Fairfield County Auditor
GIS Department
210 East Main Street, Room 105
Lancaster, Ohio 43130
Or fax to: 740-681-7252

2. Fill out the on-line Form and Submit information by going to
<http://realestate.co.fairfield.oh.us/RentalRegistration>

Within 10 days of any change in this information, the owner of the residential property is required to update this information with the Fairfield County Auditor's Office.

This information is public record and failure to provide this information is a minor misdemeanor. Please call (740) 687-7122 for assistance.

**RESIDENTIAL RENTAL PROPERTY REGISTRATION
(H.B. 294)**

**Barbara Curtiss
Fairfield County Auditor**

Fairfield County GIS Dept.
210 East Main Street, Room 105
Lancaster, Ohio 43130

Office Phone: 740-687-7122
Office Fax: 740-681-7252
On the Web: <http://realestate.co.fairfield.oh.us>

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.*

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 Fairfield County

1. Location Address : _____

Auditor Parcel Identification #: _____

Number of Rental Units on Property: _____ Year Built: _____

2. Location Address : _____

Auditor Parcel Identification #: _____

Number of Rental Units on Property: _____ Year Built: _____

3. Location Address : _____

Auditor Parcel Identification #: _____

Number of Rental Units on Property: _____ Year Built: _____

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

Owner/Applicant Signature

Date

Rental Properties owned in Fairfield County

4. Location Address : _____

Auditor Parcel Identification #: _____

Number of Rental Units on Property: _____ Year Built: _____

5. Location Address : _____

Auditor Parcel Identification #: _____

Number of Rental Units on Property: _____ Year Built: _____

6. Location Address : _____

Auditor Parcel Identification #: _____

Number of Rental Units on Property: _____ Year Built: _____

7. Location Address : _____

Auditor Parcel Identification #: _____

Number of Rental Units on Property: _____ Year Built: _____

8. Location Address : _____

Auditor Parcel Identification #: _____

Number of Rental Units on Property: _____ Year Built: _____

9. Location Address : _____

Auditor Parcel Identification #: _____

Number of Rental Units on Property: _____ Year Built: _____

10. Location Address : _____

Auditor Parcel Identification #: _____

Number of Rental Units on Property: _____ Year Built: _____

11. Location Address : _____

Auditor Parcel Identification #: _____

Number of Rental Units on Property: _____ Year Built: _____

12. Location Address : _____

Auditor Parcel Identification #: _____

Number of Rental Units on Property: _____ Year Built: _____

13. Location Address : _____

Auditor Parcel Identification #: _____

Number of Rental Units on Property: _____ Year Built: _____