

## RENTAL PROPERTY REGISTRATION

(For Exception Form, see page 2)

### Owner / Officer / Agent Information

**Section A.** State of Ohio requires owners of residential rental property to register properties with the County Auditor. **It's the law and failure to register may subject you to fines.** If a residential property is owned by a corporation or other business type, the information below must be provided with name of an officer, partner, manager, trustee, or associate.

Owner / Corporation Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Tax Mailing Address (*where tax bills are sent*) \_\_\_\_\_

Corporate Officer Name & Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Ownership Type (*check one*): Individual  Sole Proprietorship  Partnership   
Corporation  Trust  LLC

**Section B.** If the owner of a residential rental property resides outside the State of Ohio, an agent who lives in the State of Ohio must be designated by the owner. The agent must be a person at least 18 years of age and living in the State of Ohio.

Agent Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Name & Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### Section C.

### RENTAL PROPERTIES OWNED IN LUCAS COUNTY

1. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

2. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

Use Page 3 for additional Rental Property Registration Entries

### Section D.

Owner / Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

# EXCEPTION FORM FOR RESIDENTIAL RENTAL PROPERTY REGISTRATION

TD Parcel Number \_\_\_\_\_ Property Class \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*Please explain below the reason(s) the property in question does not qualify for neither the Rental Registration program nor the Owner Occupied tax reduction*

**IF PROPERTY IS RENTED, THE NON-EXHAUSTIVE LIST BELOW DOES NOT APPLY. COMPLETE THE RENTAL REGISTRATION ON THE REVERSE SIDE OF THIS FORM.**

- Primary Residence (Owner Occupied)
- Secondary Residence
- Family member lives in home (no rent is charged)
- Property is currently listed for sale
- Property is vacant
- Other \_\_\_\_\_

**I DECLARE UNDER PENALTY OF PERJURY THAT THIS STATEMENT TO THE BEST OF MY KNOWLEDGE AND BELIEF IS TRUE, CORRECT, AND COMPLETE.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

## INSTRUCTIONS TO COMPLETE RENTAL REGISTRATION

The State of Ohio requires residential property owners to register rental properties with the County Auditor. **It's the law and failure to register may subject you to fines.** Residential rental properties include real property and one or more dwelling units leased for placing mobile / manufactured homes / RVs for residential purposes. Rental registration does not apply to hotels or college dormitories.

**Section A.** If you are a sole proprietor, please include your full name. If partnership, corporation or trust, please include the name of the entity as well as the name of a corporate officer. Address and phone is the primary contact for owner for the corporation. Please include an email if available.

**Section B.** Owners who live outside Ohio must designate an in-state agent. The agent must be at least 18 years old and reside in Ohio. The agent's address and phone number must be included. Please include email if available.

**Section C.** Please complete information for each residential rental property. TD Parcel # and year built is found on real estate tax bills. You can also visit AREIS Online at [icare.co.lucas.oh.us/LucasCare](http://icare.co.lucas.oh.us/LucasCare). For mobile Home Lot # call (419) 213-4332.

**Section D.** Signature and Date.

**Katie Moline, Lucas County Auditor**  
**Attn: Rental Registration**  
**1 Government Center, Suite 600**  
**Toledo, OH 43604**  
**Email: [RentalRegistration@co.lucas.oh.us](mailto:RentalRegistration@co.lucas.oh.us)**

## **ADDITIONAL RENTAL PROPERTY REGISTRATION**

3. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

4. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

5. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

6. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

7. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

8. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

9. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

10. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

11. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

12. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

13. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_