

RESIDENTIAL RENTAL PROPERTY REGISTRATION

FREQUENTLY ASKED QUESTIONS

What is Residential Rental Property?

Residential rental property is any residential property in which money is exchanged, meaning the dwelling unit is leased or otherwise rented to tenants solely for residential purposes. Examples include, but are not limited to, an apartment, single family home, or multi-family units. The exceptions are a hotel or a college or university dormitory.

All real property parcels on which at least one residential living unit is leased or rented as described above are considered residential rental property, regardless of other improvements that are located on the parcel. For instance, a parcel improved with a street-level retail store and two second floor apartments that are leased to residential tenants is residential rental property even though the parcel may be classified as commercial for real property tax purposes.

Who Must File?

Ohio Revised Code Section (O.R.C.) 5323.02 requires an owner of residential rental property to file certain information with the auditor of the county in which the property is located. If the residential rental property is owned by multiple individual owners, then only one of them is required to file as the contact person. If the property is owned by a business entity, then *one of the following individuals must register the property as the contact person*:

- 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 a limited liability company;
 - An officer, in the case of a corporation;
 - A member, manager, or officer in the case of any other business entity.
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What Information Must Be Filed?

- In the case of an individual owner: the name, address, and phone number of the owner.
- In the case of multiple individual owners: the name, address and phone number of the owner who is filing as the contact person.
- In the case of an owner other than an individual or individuals: the name, address and phone number of the individual who is filing as the contact person.
- **In all cases, the street address and parcel number of the residential rental property.**

****NOTE:** An owner of residential rental property who resides outside of the State of Ohio **must designate an individual who resides in the state to serve as the contact person.**

When Must Information Be Filed?

An owner must file the required information with the county auditor within 60 days after notification following the property transfer or when the property tax bill received, or after any change in the information occurs.

**If you have any questions, please contact the Delaware
County Auditor's Office at (740) 833-2900 or
auditor@co.delaware.oh.us**



**Residential Rental Property Registration
Delaware County Auditor**

Parcel ID: _____

- *If the rental property address contains more than one street number, include **both** the first and last number within the street number range.*
- *If the rental property contains 20 units or more, please provide its main address only.*

Street Address: _____

City: _____ State: **OHIO** Zip Code: _____

Number of Units: _____ *Average Unit Rent Amount \$: _____

**Rent information is not required to be provided under Ohio Law.*

Rent information is collected to assist in the formulation of tables used in mass appraisal.

Contact Name: _____
(Must be an individual – i.e., not a business entity)

Contact Title: _____
(E.g., owner, Trustee, Executor, General Partner, Member, Officer, etc.)

Contact Address: _____

City: _____ State: **OHIO** Zip Code: _____

Phone Number: _____

(Must be in Ohio)

Email Address: _____

Preferred Point of Contact (Optional)

Name: _____
(Must be an individual – i.e., not a business entity)

Contact Title: _____

Contact Address: _____

City: _____ State: **OHIO** Zip Code: _____
(Must be in Ohio)

Phone Number: _____

Email Address: _____

Publish email? *Yes* *By selecting Yes, you are agreeing that the provided e-mail addresses may be published on Delaware County Auditor website(s) as a method of contacting you regarding these properties. This is not required to register your rental property.*
No

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

Authorized Signature: _____

Print name: _____

Date: _____

Please Mail or Email completed form to:
**Delaware County Auditor's Office
Rental Registration
145 N Union St, 1st Floor
Delaware, OH 43015
auditor@co.delaware.oh.us**