

HIGHLIGHTS OF REQUIREMENTS OF APARTMENT OWNERS TO FILE INFORMATION WITH COUNTY AUDITOR (SUB. HB 294, AS ENACTED)

Owners of residential rental property must file the following information with the county auditor (5323.02(A)):

- Name, address, and phone number of an owner, trustee, administrator, general partner Manager, associate, or member, depending on how the property is owned
- Street address and permanent parcel number of the property
- The year any dwelling units were built

The information will be filed and maintained in a manner to be determined by the auditor (5323.03(B))

The information is public record (5523.04)

“Residential rental property” means (5323.01):

Real property

1 or more dwelling units leased or rented solely for residential purposes; or mobile home park or site where lots are leased for parking mobile/manufactured

homes

Rvs for residential purposes

does not include hotels or college dorms

The owner must update changed information within 10 days (5323.02(C))

Owners of residential rental property who reside out of state must designate an individual in

Ohio to serve as their agent for the acceptance of process for legal actions or proceedings (5323.03)

The county auditor must determine the manner in which the designation must be made

If the owner has already designated such an agent with the Secretary of State, a certified

copy of that document must be filed with the auditor

No owner of residential rental property shall fail to comply with the filing or updating of information requirements or shall fail to satisfy the designation or agent requirements or the filing of the appropriate designation of agent document requirements. Whoever violates this section is guilty of a minor misdemeanor. (Sec. 5323.99)

Prepared by CAAO Legislative Intern Kate Dennis, 03/03/09

Updated 9/28/06

RESIDENTIAL RENTAL PROPERTY REGISTRATION

JEFFERSON COUNTY
PATRICK J. MARSHALL, AUDITOR
301 MARKET STREET
PO BOX 159
STEUBENVILLE, OH 43952
740-283-8518
FAX 740-283-4031

OWNER/OFFICER/AGENT INFORMATION

Owners Name: _____ Work Phone: _____

Address: _____ Home Phone: _____

City: _____ State: _____ Zip: _____

Ownership Type: ___ Individual ___ Partnership ___ Corporation ___ Trust

Information must be submitted for every owner of these properties. If owned by a corporation, an office must be listed.

Corp. Office Name: _____ Work Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

An agent can be a person at least 18 years of age, residing in or maintaining an office in Jefferson County or any county in Ohio.

Agent Name: _____ Work Phone: _____

Business Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

RENTAL PROPERTIES OWNED IN JEFFERSON COUNTY

Location Address: _____ City/Township/Village _____

Auditor Parcel Identification _____ Lot# _____

Number of Habitable Buildings on Property _____

Number of Dwelling Units on the Property _____ Year Built _____

Location Address: _____ City/Township/Village _____

Auditor Parcel Identification _____ Lot# _____

Number of Habitable Buildings on Property _____

Number of Dwelling Units on the Property _____ Year Built _____

Location Address; _____ City/Township/Village _____

Auditor Parcel Identification _____ Lot # _____

Number of Habitable Buildings on Property _____

Number of Dwelling Units on the Property _____ Year Built _____

Location Address: _____ City/Township/Village _____

Auditor Parcel Identification _____ Lot# _____

Number of Habitable Buildings on Property _____

Number of Dwelling Units on Property _____ Year Built _____