



FRANKLIN COUNTY AUDITOR

JOSEPH W. TESTA

REAL ESTATE DIVISION

September 28, 2006

Dear Residential Rental Property Owner,

House bill 294 (effective September 28, 2006) requires the owner(s) of residential rental property to file the information listed below with the County Auditor of the county in which the property is located. Residential rental property means: real property, 1 or more dwelling units leased or rented solely for residential purposes, mobile home park or site where lots are leased for parking mobile/manufactured homes/RV's for residential purposes. There are three options in which to register your property with our office: You can download a copy of the registration form from our web page and mail it to the Franklin County Auditor's Office, 373 S. High St. 20th Floor, Columbus, Ohio 43215, you can register on-line or if you own multiple properties, we have created a spread sheet that is downloadable which can be filled out and then emailed to my office. Click on the link below to access both.

Below is the information that is required:

1. The name, address and phone number of the owner; if the residential rental property is owned by a trust, business trust, estate, partnership, limited partnership, limited liability company, association, corporation or any other business entity, the name, address and phone number of the following:
 - 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 associate, in the case of an association;
 - An officer, in the case of a corporation;
 - A member, manager or officer in the case of any other business entity;
2. The street address and parcel number of the residential rental property.
3. Any owner of residential rental property who resides outside of the state shall designate an individual who resides in the state serve as the owner's agent for the acceptance of service of process on behalf of the owner in any legal action or proceeding in the state. Any owner who designates an agent shall file in writing the name, address and telephone number of the agent.

Also, in accordance with the bill, all information is considered public record under section 149.43 of the Ohio Revised Code. An owner shall update the information, within ten days after any change in the information occurs. Failing to comply with the filing or updating of the information requirements is considered a violation and is guilty of a minor misdemeanor in accordance with Ohio Revised Code 5323.99.

If you have any questions please do not hesitate to contact my office @ 614-462-4663(HOME) or email joe_testa@franklincountyohio.gov

Sincerely,

Joseph W. Testa, Franklin County Auditor



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