



JEFFERSON TOWNSHIP

RESIDENTIAL RENTAL PROPERTY REGISTRATION

Owner/Officer/Agent Information

A. Jefferson Township requires owners of residential rental property to register such properties with the Township Administration 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 within 50 miles. Failure to comply with this law is a minor misdemeanor and is subject to the assessment of a penalty of up to \$1000.00 every 30 days against the property and/or owner that is subject to the violation.

Owner/Corporation Name: _____ Phone: _____

Corporate Officer Name: _____ EIN: _____

Address: _____ Email: _____

City: _____ State: _____ Zip: _____

Ownership Type: Individual Sole Proprietorship Partnership Corporation Trust

B. A Contact Agent must be designated for a corporation or other business entity. If the corporation officer designated above is also the contact agent, leave this section blank.

Agent Name: _____ Phone: _____

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Rental Properties owned in Jefferson Township

1. Location Address: _____

Auditor Parcel Identification #: _____

2. Location Address: _____

Auditor Parcel Identification #: _____

3. Location Address: _____

Auditor Parcel Identification #: _____

4. Location Address: _____

Auditor Parcel Identification #: _____

5. Location Address: _____

Additional property owned in Jefferson Township may be submitted on the back.

Owner/Applicant Signature _____

Date _____

Rental Properties owned in Jefferson Township

6. Location Address: _____

Auditor Parcel Identification #: _____

7. Location Address: _____

Auditor Parcel Identification #: _____

8. Location Address: _____

Auditor Parcel Identification #: _____

9. Location Address: _____

Auditor Parcel Identification #: _____

10. Location Address: _____

Auditor Parcel Identification #: _____

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, 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 there is a partnership, corporation or trust, please include the name of the entity as well as the name of a corporation officer. Phone refers to the primary contact phone number for the property.

Section B: An owner of residential rental property is required to register a contact agent for the property with the Jefferson Township Administrative office within 30 days (including weekends and holidays) following the day a real property conveyance form that the property is filed with the County Auditor.

Please fill out information for each residential property owned in Jefferson Township. The Parcel ID # is located on your tax bill and is available at www.mcauditor.org. The Mobile Home Lot # is also located on your tax bill.

Within 30 days of any changes in this information (including weekends and holidays), the owner of the residential rental property is required to update this information with the Jefferson Township Administrative Office.

This information is public record and failure to file this information in a timely manner is a minor misdemeanor and may result in the assessment of a penalty of up to \$1000.00 against property that is subject to the violation. Please call (937) 262-3591 Ext 107 for assistance.

Mail completed form to:
Jefferson Township
ATTN: Rental Registration
1 Business Park Drive
Dayton, Ohio 45417