

# RESIDENTIAL RENTAL PROPERTY REGISTRATION



## Butler County Auditor

130 High Street  
Hamilton, Ohio 45011

Office Phone: 513-887-3154  
Office Fax: 513-887-3149  
On the Web: [www.butlercountyauditor.org](http://www.butlercountyauditor.org)

### Owner/Officer/Agent Information

*A. Ohio law requires owners of residential rental property to register such properties with the county auditor 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. Failure to comply with this law is a minor misdemeanor.*

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

Corporate Officer Name: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Ownership Type: Individual  Sole Proprietorship  Partnership  Corporation  Trust

*B. If the owner of the residential rental property resides outside the state of Ohio, an Agent must be designated by the owner providing the information below. An Agent must be a person at least 18 years of age who resides anywhere in Ohio.*

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

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### Rental Properties Owned in Butler County

1. Location Address \_\_\_\_\_ City/Township/Village: \_\_\_\_\_

Auditor Parcel Identification #- \_\_\_\_\_ Mobile Home ID #- \_\_\_\_\_

Number of Rental Units on Property: \_\_\_\_\_ Year Built: \_\_\_\_\_

2. Location Address \_\_\_\_\_ City/Township/Village: \_\_\_\_\_

Auditor Parcel Identification #- \_\_\_\_\_ Mobile Home ID #- \_\_\_\_\_

Number of Rental Units on Property: \_\_\_\_\_ Year Built: \_\_\_\_\_

3. Location Address \_\_\_\_\_ City/Township/Village: \_\_\_\_\_

Auditor Parcel Identification #- \_\_\_\_\_ Mobile Home ID #- \_\_\_\_\_

Number of Rental Units on Property: \_\_\_\_\_ Year Built: \_\_\_\_\_

*Additional properties owned in Butler County may be submitted on the back.*

\_\_\_\_\_  
Owner/Applicant Signature

\_\_\_\_\_  
Date

## Rental Properties Owned in Butler County

4. Location Address \_\_\_\_\_ City/Township/Village: \_\_\_\_\_  
Auditor Parcel Identification #- \_\_\_\_\_ Mobile Home ID #- \_\_\_\_\_  
Number of Rental Units on Property: \_\_\_\_\_ Year Built: \_\_\_\_\_

5. Location Address \_\_\_\_\_ City/Township/Village: \_\_\_\_\_  
Auditor Parcel Identification #- \_\_\_\_\_ Mobile Home ID #- \_\_\_\_\_  
Number of Rental Units on Property: \_\_\_\_\_ Year Built: \_\_\_\_\_

6. Location Address \_\_\_\_\_ City/Township/Village: \_\_\_\_\_  
Auditor Parcel Identification #- \_\_\_\_\_ Mobile Home ID #- \_\_\_\_\_  
Number of Rental Units on Property: \_\_\_\_\_ Year Built: \_\_\_\_\_

7. Location Address \_\_\_\_\_ City/Township/Village: \_\_\_\_\_  
Auditor Parcel Identification #- \_\_\_\_\_ Mobile Home ID #- \_\_\_\_\_  
Number of Rental Units on Property: \_\_\_\_\_ Year Built: \_\_\_\_\_

8. Location Address \_\_\_\_\_ City/Township/Village: \_\_\_\_\_  
Auditor Parcel Identification #- \_\_\_\_\_ Mobile Home ID #- \_\_\_\_\_  
Number of Rental Units on Property: \_\_\_\_\_ Year Built: \_\_\_\_\_

## Instructions

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, or a mobile home park or a site where lots are leased for parking mobile/manufactured homes/ RVs 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 a Partnership, Corporation or Trust, please include the name of the entity as well as the name of a corporate officer. Phone refers to the primary contact phone number for the property .

Section B. The State of Ohio requires that if the owner resides outside of the State of Ohio, the owner must designate an in-state Agent. The agent must be at least 18 years of age and reside in the State of Ohio. Again, the primary contact phone number should be included.

Please fill out information for each residential rental property owned in Butler County. The parcel ID #, year built and Mobile Home ID # can be found on your tax bill or they are available at [www.butlercountyauditor.org](http://www.butlercountyauditor.org). Use Online Searches.

Mail completed form to:  
Butler County Auditor's Office, Rental Registration  
130 High St, 3rd Floor  
Hamilton, Ohio 45011.

Or fax to: (513) 887-3149.

Within 10 days of any change in this information, the owner of the residential property is required to update this information with the County Auditor's office.

This information is a public record and failure to provide this information is a minor misdemeanor. Please call (513) 887-3154 for assistance.