



# ANITA LOPEZ LUCAS COUNTY AUDITOR

One Government Center, Suite 600  
Toledo, OH 43604-2255  
www.co.lucas.oh.us/Auditor

E-mail: alopez@co.lucas.oh.us  
Phone: (419) 213-4406  
Fax: (419) 213-4888

## RENTAL PROPERTY REGISTRATION (For Exception Form see pg. 2)

### Owner / Officer / Agent Information

**Section A.** State of Ohio requires owners of residential rental property to register properties with the County Auditor. If a residential property is owned by a corporation or other business type, the information below must be provided with name of an officer, partner, manager, trustee or associate. Failure to comply with the Rental Registration law is a misdemeanor.

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

Corporate Officer Name & Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

Ownership Type (check one): Individual  Sole Proprietorship  Partnership  Corporation  Trust

**Section B.** If the owner of a residential rental property resides outside the State of Ohio, an agent must be designated by the owner. The agent must be a person at least 18 years of age.

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

Business Name & Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### Section C. RENTAL PROPERTIES OWNED IN LUCAS COUNTY

1. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

2. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

*Use Page 3 for Additional Rental Property Registration Entries*

### Section D.

Owner / Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## EXCEPTION FORM FOR RESIDENTIAL RENTAL PROPERTY REGISTRATION

TD Parcel \_\_\_\_\_ Property Class \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

***Please explain below the reason(s) the property in question does not qualify for either the Rental Registration program or the Owner Occupied tax reduction.***

- Secondary Residence
- Family member lives in home (no rent is charged)
- Property is listed as owned by LLC, LP or business name (does not qualify for owner occupied reduction)
- Property is currently listed for sale
- Property is vacant
- Other \_\_\_\_\_

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

### **INSTRUCTIONS TO COMPLETE RENTAL REGISTRATION**

The State of Ohio requires residential property owners to register rental properties with the County Auditor. Residential rental properties include real property and one or more dwelling units leased for placing mobile / manufactured homes / RVs for residential purposes. Rental registration does not apply to hotels or college dormitories.

**Section A.** If you are a sole proprietor, please include your full name. If partnership, corporation or trust, please include the name of the entity as well as the name of a corporate officer. Address and phone is the primary contact for owner for the corporation. Please include an email if available.

**Section B.** Owners who live outside Ohio must designate an in-state agent. The agent must be at least 18 years old and reside in Ohio. The agent's address and phone number must be included. Please include email if available.

**Section C.** Please complete information for each residential rental property. TD Parcel # and year built is found on real estate tax bills. You can also visit AREIS [www.co.lucas.oh.us/Auditor](http://www.co.lucas.oh.us/Auditor) . For mobile Home Lot # call (419) 213-4497.

**Section D.** Signature and Date.

Please mail, email or e-file to:  
**Lucas County Auditor Anita Lopez**  
**One Govt. Center, Suite 770**  
**Toledo, OH. 43604**  
**Attn: Rental Registration**

**EMAIL: [RENTALREGISTRATION@CO.LUCAS.OH.US](mailto:RENTALREGISTRATION@CO.LUCAS.OH.US)**



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## ADDITIONAL RENTAL PROPERTY REGISTRATION

3. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

4. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

5. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

6. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

7. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

8. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

9. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_

10. Rental Property Address: \_\_\_\_\_

City / Township / Village: \_\_\_\_\_ TD Parcel #: \_\_\_\_\_ Mobile Home Lot #: \_\_\_\_\_