

RENTAL UNIT / PROPERTY REGISTRATION FORM

Department of Community Development
Division of Code Enforcement
222 Meigs Street
Sandusky, OH 44870
(419) 627-5913

Registration Fee: _____ **No. of Units:** _____
Date Paid: _____ **Invoice No:** _____

Section 1: Owner(s) Information - Required

SECTION 1: Owner refers to person or persons with legal title

Type of owner: Individual Sole Proprietorship Partnership Corporation Trust Other

Owner's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone #: _____ Emergency Phone #: _____ Date of Birth: _____

Social Security # (optional): _____ Email Address: _____

Tax ID # of corporation or partnership: _____

If owner is a partnership, corporation or trust, complete the following for one partner, officer or trustee:

Name & Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Section 2: Complete only if owner uses the services of an operator.

Name of operator or contact person: _____

Address: _____ City: _____ State: _____

Zip: _____

Phone #: _____ Social Security # (optional): _____

Tax ID # of corporation or partnership: _____

If owner is a partnership, corporation or trust, complete the following for one partner, officer or trustee:

Name & Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Fee for Rental Registration/Inspection is as follows:

First rental unit owned/operated = \$100.00
Each additional unit owned/operated = \$35.00 (each)

***Dwelling with ten (10) or more rental units shall be capped at ten (10) rental units per dwelling.**
***Community housing developments shall be capped at fifty (50) rental units per development.**

Make checks payable to & mail to:

City of Sandusky
Division of Code Enforcement
222 Meigs St.
Sandusky, Ohio 44870

PLEASE COMPLETE THE BACK OF THIS FORM

NOTE: YOUR REGISTRATION PAYMENT MUST BE RECEIVED BY JANUARY 1ST 2018 TO AVOID LATE FEES. THANK YOU!

Division of Code Enforcement
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Have you provided your tenants a copy of the pamphlet Protect Your Family from Lead in Your Home issued by the Environmental Protection Agency? ___ Yes ___ No

Copies for distribution are available in the Division of Code Enforcement.

Address: _____

Number of units Costs
Single Family Dwelling _____
Multi Family Dwelling _____
Total _____

Address: _____

Number of units Costs
Single Family Dwelling _____
Multi Family Dwelling _____
Total _____

Address: _____

Number of units Costs
Single Family Dwelling _____
Multi Family Dwelling _____
Total _____

Address: _____

Number of units Costs
Single Family Dwelling _____
Multi Family Dwelling _____
Total _____

Address: _____

Number of units Costs
Single Family Dwelling _____
Multi Family Dwelling _____
Total _____

Address: _____

Number of units Costs
Single Family Dwelling _____
Multi Family Dwelling _____
Total _____

Address: _____

Number of units Costs
Single Family Dwelling _____
Multi Family Dwelling _____
Total _____

****Additional properties may be listed on supplemental pages**

I have read and understand the rental registration information accompanying this registration form and I hereby acknowledge under penalty of law that I have completed this registration form truly and accurately to the best of my knowledge.

DATE

OWNER OR OPERATOR