

City of Nelsonville

Athens County, Ohio

APPLICATION FOR RENTAL PROPERTY CERTIFICATE

Nelsonville City Code Chapter 11.08, Registration of Rental Property

Nelsonville City Code §11.08.03 requires owners of rental property to register such properties with the City Manager by providing the information requested below. If the rental property is owned by a corporation or business entity other than an individual or sole proprietor, the information below must include the name of an officer, partner, manager, trustee, or associate.

A post office box will **NOT** be accepted as an address.

Ownership Type: Individual Sole Proprietorship Partnership Association
 Corporation Limited Liability Corp. Non-Profit Corp Trust Other

Owner/Business Name: _____

Officer Name (if applicable): _____

Owner/Officer Address: _____
Street City State Zip code

Phone: () _____ e-mail: _____

Nelsonville City Code §11.08.04 requires each owner to designate an agent for each rental property in their ownership by providing the information below. An agent may be a business entity or a person at least eighteen (18) years of age who resides in Athens or Hocking Counties.

A post office box will **NOT** be accepted as an address.

Agent/Business Name: _____

Address: _____
Street City State Zip code

Phone: () _____ e-mail: _____

I have read and understand the instructions attached to this application and hereby swear or affirm that the information provided and documents attached are to the best of my knowledge truthful and accurate.

Owner/Officer: _____
Signature Printed Name Date

Company Title (if applicable): _____

INSTRUCTIONS

The City of Nelsonville requires the owners of residential rental property to register each property with the City Manager. Rental property includes real property, one (1) or more dwellings used solely for residential purposes, a mobile home in a manufactured home park, a platted lot or parcel of land leased for the location of a mobile home, manufactured home, or industrialized unit. This regulation does not pertain to certain types of residential uses including, but not limited to, hotels, motels, college dormitories, and other types housing for persons in the care of others. "**Rental Dwelling Unit**" means any structure or part thereof used by a person or persons other than the owner for residential purposes. Rental Dwelling Units may also be known as a rental dwelling, rental unit, dwelling unit, or housekeeping unit and may be a mobile home, manufactured home, or industrialized unit.

Please fill out information for each residential building owned within the City of Nelsonville. Parcel identification numbers are available at <http://athenscountyauditor.org>. A mobile home lot number is located on your tax bill.

If you are an individual owner or sole proprietor, please include your full name and mailing address. If you are a partnership, corporation, or trust, please include the name of that entity as well as the name of a business or corporate officer. Phone refers to the primary contact number were the owner or agent listed may be reached. Please provide an e-mail address if available in order to facilitate and enhance the timeliness of necessary communications.

A designated agent must also be identified for each registered rental property. If you have multiple properties and different agents for each, please list each agent and contact information separately. An agent must be at least eighteen (18) years of age and a resident of either Hocking or Athens County. An agent may be a business entity or property management company. The primary telephone contact number must be included and an e-mail address if possible to aid in normal and emergency communications.

Notification of any changed information, including new agent, change of address, change in telephone number or e-mail address must be received within five (5) days of the availability of the new information. A new owner must complete and submit a new application form prior to closing. Information provided is a public record and may be shared with other City departments and officials. Failure to provide required information constitutes a minor misdemeanor with each property and each day of omission constituting a separate offense.

RENTAL PROPERTIES OWNED IN THE CITY OF NELSONVILLE

1. Location/Address: _____

Auditor's Parcel ID # or Mobile Home Park Lot #: _____

Number of buildings on premises: _____ Number of parking spaces on premises: _____

Number of dwelling units per building: _____ (list each building separately)

Number of tenants per unit: _____ (list each unit separately)

2. Location/Address: _____

Auditor's Parcel ID # or Mobile Home Park Lot #: _____

Number of buildings on premises: _____ Number of parking spaces on premises: _____

Number of dwelling units per building: _____ (list each building separately)

Number of tenants per unit: _____ (list each unit separately)

3. Location/Address: _____

Auditor's Parcel ID # or Mobile Home Park Lot #: _____

Number of buildings on premises: _____ Number of parking spaces on premises: _____

Number of dwelling units per building: _____ (list each building separately)

Number of tenants per unit: _____ (list each unit separately)

4. Location/Address: _____

Auditor's Parcel ID # or Mobile Home Park Lot #: _____

Number of buildings on premises: _____ Number of parking spaces on premises: _____

Number of dwelling units per building: _____ (list each building separately)

Number of tenants per unit: _____ (list each unit separately)

5. Location/Address: _____

Auditor's Parcel ID # or Mobile Home Park Lot #: _____

Number of buildings on premises: _____ Number of parking spaces on premises: _____

Number of dwelling units per building: _____ (list each building separately)

Number of tenants per unit: _____ (list each unit separately)

ATTACH ADDITIONAL PAGES FOR SIX (6) OR MORE PROPERTIES

FOR OFFICIAL USE ONLY

Application No: _____ Date Received: _____

Reviewer's Name: _____ Date reviewed: _____

Reviewer's recommendation/comments: _____

Joseph Scherer, City Manager

Date

Approved Denied