

## Landlord/Tenant Registration

### Ordinance No. 172-2008

890.09(f) On or before the end of the month following the end of each calendar quarter, all property owners of rental or leased residential, commercial, industrial or other rental property who rent to tenants, shall file with the Commissioner a report showing the names, addresses, telephone numbers and, if known, places of employment of each such tenant who occupies residential, commercial, industrial or other rental premises within the corporation limits of the City. For tenants who have vacated a rental or leased residential, commercial, industrial or other rental property located with the City, the report shall also include the date of vacating from the rental or leased residential, commercial, industrial or other rental property and identifying such vacating tenant, and if known, the forwarding address.

890.99(c) Whoever violates Section 890.09(f) is guilty of a minor misdemeanor on a first (1st) offense and shall be fined not more than one hundred dollars (\$100.00). On a second offense within one year after the first offense, such person is guilty of a misdemeanor of the fourth degree and shall be fined not more than two hundred-fifty dollars (\$250.00) or imprisoned not more than thirty (30) days, or both. On each subsequent offense within one year after the first offense, such person is guilty of a misdemeanor of the third degree and shall be fined not more than five hundred dollars (\$500.00) or imprisoned not more than sixty (60) days, or both.

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#### **Landlord Information**

Landlord (Individual or Business Entity): \_\_\_\_\_ File Number: \_\_\_\_\_  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Name (if other than above name)  
Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

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#### **Property Information – Complete a separate form for each unit.**

Street address and apartment or suite # of rental property located in the City of Perrysburg:  
\_\_\_\_\_ Apt/Ste # \_\_\_\_\_ Perrysburg, OH 43551  
If property is a multiple unit complex, how many apartments or suites are located at this address? \_\_\_\_\_  
How are they numbered? (A B C..., 1 2 3... 28309, 28311, 28313..., etc.) \_\_\_\_\_

#### **Tenant Information – Complete for all tenants over the age of 18**

| Name  | Telephone #         | Employer |
|-------|---------------------|----------|
| _____ | ____ - ____ - _____ | _____    |
| _____ | ____ - ____ - _____ | _____    |
| _____ | ____ - ____ - _____ | _____    |
| _____ | ____ - ____ - _____ | _____    |

Date Moved In: \_\_\_\_/\_\_\_\_/\_\_\_\_ Date Moved Out: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Forwarding address: \_\_\_\_\_  
\_\_\_\_\_