



240 Columbus Avenue  
Sandusky, Ohio 44870  
419.627.5913

**NEW RENTAL UNIT/PROPERTY REGISTRATION FORM**

Registration Fee: \_\_\_\_\_ No. of Units: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Invoice #: \_\_\_\_\_

**SECTION 1 – Owner(s) Information – REQUIRED (owner refers to person or persons with legal title)**

Type of owner: Individual  Sole Proprietorship  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: \_\_\_\_\_

**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**

**NOTE: YOUR REGISTRATION PAYMENT MUST BE RECEIVED BY JANUARY 1 TO AVOID LATE FEES**

Fee for Rental Registration/Inspection is as follows:

- First (Primary) rental unit owned/operated = \$100.00
- Each (Secondary) additional unit owned/operated = \$35.00 (each)
- \*Dwelling with 10 or more rental units shall be capped at 10 rental units per dwelling
- \*Community housing developments shall be capped at 50 rental units per development

**Make checks payable to & mail to:**  
 City of Sandusky  
 Code Compliance  
 240 Columbus Avenue  
 Sandusky, Ohio 44870

Address: _____	<input type="checkbox"/> Single Family Dwelling	<b># Units</b>	<b>Cost</b>	
	<input type="checkbox"/> Multi Family Dwelling	_____	_____	
	<b>Total</b>	_____	_____	

Address: _____	<input type="checkbox"/> Single Family Dwelling	<b># Units</b>	<b>Cost</b>	
	<input type="checkbox"/> Multi Family Dwelling	_____	_____	
	<b>Total</b>	_____	_____	

Address: _____	<input type="checkbox"/> Single Family Dwelling	<b># Units</b>	<b>Cost</b>	
	<input type="checkbox"/> Multi Family Dwelling	_____	_____	
	<b>Total</b>	_____	_____	

Address: _____	<input type="checkbox"/> Single Family Dwelling	<b># Units</b>	<b>Cost</b>	
	<input type="checkbox"/> Multi Family Dwelling	_____	_____	
	<b>Total</b>	_____	_____	

Address: _____	<input type="checkbox"/> Single Family Dwelling	<b># Units</b>	<b>Cost</b>	
	<input type="checkbox"/> Multi Family Dwelling	_____	_____	
	<b>Total</b>	_____	_____	

Address: _____	<input type="checkbox"/> Single Family Dwelling	<b># Units</b>	<b>Cost</b>	
	<input type="checkbox"/> Multi Family Dwelling	_____	_____	
	<b>Total</b>	_____	_____	

Address: _____	<input type="checkbox"/> Single Family Dwelling	<b># Units</b>	<b>Cost</b>	
	<input type="checkbox"/> Multi Family Dwelling	_____	_____	
	<b>Total</b>	_____	_____	

**\*\*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.

\_\_\_\_\_  
 Signature of Owner or Operator

\_\_\_\_\_  
 Date