



City of Port Clinton Department of Taxation

1868 E. Perry Str., Port Clinton, OH 43452

pcincometax@portclinton-oh.gov

pctaxadmin@portclinton-oh.gov

Phone: 419-734-5522, Option 4

Fax: 419-732-6558

Website: www.portclinton.com

Long Term (LTR)/Short Term (STR) Rental Property Property Owner Registration Form

All property owners purchasing property as a long-term, short-term, vacation rental or any other variation are required to register with the Department of Taxation and are required to file annual municipal income tax returns, whether there is taxable income or not. In addition, based upon the type of rental, additional registration and reporting requirements may be required. Please complete form, sign, date and return to the City of Port Clinton, Department of Taxation. If more room, is needed, please use additional copies of the form. The form is a fill-in and can be submitted online. Make sure to sign and date the form when submitting online.

PROPERTY OWNER INFORMATION: List the names that the property is deeded in, the social security number or FID/EIN, date of birth if individuals & phone numbers of all owners. If a partnership, all partners must be listed. Table with columns: NAME (FULL NAME OR BUSINESS NAME), MAILING ADDRESS, SOCIAL SECURITY NUMBER/FID/EIN, DATE OF BIRTH, PHONE NUMBER.

PROPERTY ADDRESS Table with columns: ADDRESS OF EACH PROPERTY, INCLUDING UNIT #, APT #, ETC. Attached additional pages if needed., ZIP, PURCHASE DATE, INDICATE LTR OR STR.

Are there tenants in the property that will remain? Yes No If Yes, please provide a Landlord Tenant Report available at www.portclinton.com/taxation/ and submit to the Tax Commissioner's Office

- There are additional reporting requirements. Landlords renting property for 30 days or more are required to report within 30 days when a tenant occupies a property or upon vacating. In addition, there is a semi-annual report due January 1 and July 1 of each year. See Landlord/Tenant Reporting

Are you using the property as a short-term and/or vacation rental? Yes No

Where are you listing the property? _____

Have you registered with the City of Port Clinton, Treasurer Department for your Transient Occupancy Registration Certificate? Yes No If No, please complete a Transient Occupancy Registration form is available at www.portclinton.com/treasure/ and submit to the Treasurer's Office.

- Please contact the Treasurer's Office for more information on the reporting and collection of occupancy tax on short-term/vacation rentals.

CERTIFICATION: I certify that the above to be true and accurate.

(Signature)

(Date)