



City of Port Clinton Department of Taxation

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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.

PROPERTY OWNER INFORMATION: List the names that the property is deeded in and complete all columns. If the property is deeded in an LLC, complete the information for the LLC and ALL PARTNERS/ENTITIES. Social Security, Date of Birth and Phone Number are required. Attach additional sheets as needed

FULL NAME/LLC NAME & ALL PARTNERS	MAILING ADDRESS	SOCIAL SECURITY NUMBER/FID/EIN	DATE OF BIRTH	PHONE NUMBER

PROPERTY ADDRESS – All property must be listed with full address and indicate type of rental

ADDRESS OF EACH PROPERTY, INCLUDING UNIT #, APT #, ETC. Attached additional pages if needed.	Purchase Date	Indicate if Long Term (LTR) or Short Term (STR)	Date that Property became available for rent as either LTR or STR

- Are there tenants in the property that you inherited or that will remain? Yes No
  - If Yes, Complete a Landlord Tenant Report and attach to the registration form. 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.
- For the Annual Municipal Income Tax Return, what IRS form will the rental(s) be reported on?
  - 1040 1065 1120
- Are you using the property as a short –term and/or vacation rental? Yes No
- Where are you listing the property and indicate the date that property was listed on the individual platform(s).

- 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/treasurer/ 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)