



## **RENTAL REGISTRATION**

*Village of Chauncey Code*

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***Village of Chauncey Ord. 2023-12 Section 2(a) - No person, including but not limited to an owner, permanent occupant operator, manager or employee shall engage in, conduct, or carry on, or permit to be engaged in, conducted or carried on, in or upon any dwelling in the Village of Chauncey the operation of a rental without obtaining a permit in accordance with this chapter. It shall be prima facie evidence of a rental operation if a rental guest is found to be occupying or using a rental.***

***An annual fee of \$50 is due by January 1 of each year, for each dwelling unit listed in the application. Failure to pay the fee shall result in a penalty of \$100.***

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Date: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Statutory Agent (if applicable): \_\_\_\_\_

State of Registration and EIN (if applicable): \_\_\_\_\_

Owner Address: \_\_\_\_\_  
Street City State Zip code

Phone: ( ) \_\_\_\_\_ e-mail: \_\_\_\_\_

Rental Management Contact (if different than owner) who has the responsibility to resolve any complaints regarding the condition, operation or maintenance of the dwelling unit:

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_  
Street City State Zip code

Phone: ( ) \_\_\_\_\_ e-mail: \_\_\_\_\_

Zoning district: (check one) ☐ R-1 ☐ R-2 ☐ R-3 ☐ B-1 ☐ B-2 ☐ LLR ☐ OS

☐ Long-term Rental

Rental Address/Parcel ID #(s) (you may also attach separate list/spreadsheet): \_\_\_\_\_

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**APPLICATIONS FOR RENTAL PROPERTY MUST CONTAIN THE FOLLOWING:**

- ☐ Signed and Completed Application
- ☐ A **NON-REFUNDABLE** registration fee of fifty dollars (\$50.00) for Rental Property Registration for each rental property
- ☐ A list of addresses of any rentals located in the Village of Chauncey that the applicant or property owner has any interest in including, but not limited to, ownership, licensure, or management
- The applicant must notify the Code Inspector of any change in information contained in the permit application within ten days of the change.
- Any change in ownership of the building, the dwelling, or the business shall void the current permit and shall require submission of a new application and the issuance of a new permit.

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***Please read and sign: I, the undersigned do hereby affirm: the above statements are true and correct and also agree to comply with the provision of the ordinances of the Village of Chauncey.***

Applicant: \_\_\_\_\_  
Signature Printed Name Date

Property Owner: \_\_\_\_\_  
(if other than applicant) Signature Printed Name Date

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**RETURN APPLICATIONS TO VILLAGE HALL DROPBOX AT 42 CONVERSE ST. IN CHAUNCEY  
OR MAIL TO PO BOX 227 CHAUNCEY, OHIO 45719  
OR EMAIL AS AN ATTACHMENT TO [CHAUNCEYCODE@GMAIL.COM](mailto:CHAUNCEYCODE@GMAIL.COM)**

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**FOR OFFICIAL USE ONLY**

Date Received: \_\_\_\_\_

Check if received:

\_\_\_\_ Completed and signed application

\_\_\_\_ Application Fee Paid

Special Notes:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Zoning Inspector

\_\_\_\_\_  
Date