



RENTAL REGISTRATION

Village of Chauncey Code

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.

Date: _____

Rental Address/Parcel ID #(s): _____

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

Number of Rooms: _____

Hosting Platforms: AirBnB VRBO Other: _____

Long-term Rental Owner-occupied Short-term Rental Short-term Rental

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

Owner-occupied Short-term Rentals require proof of occupancy documented by at least two of the following:

- motor vehicle registration
- driver's license
- tax documents
- lease or a utility bill

A list of addresses of any other 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.

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

**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**

FOR OFFICIAL USE ONLY

Date Received: _____

Check if received:

____ Completed and signed application

____ Application Fee Paid

Special Notes:

Zoning Inspector

Date