



SHORT TERM RENTAL RENEWAL APPLICATION

APPLICATION IS HEREBY MADE UNDER THE 2025 REGISTRATION PROGRAM TO ENSURE COMPLIANCE AND TO COLLECT TRANSIENT OCCUPANCY TAX FOR THE CITY OF PORT CLINTON:

Date: _____

1. STR Business Name: _____

2. STR Property Address: _____

3. Property Owner Name: _____

4. Property Owner Mailing Address: _____

5. Property Owner Phone Number: _____

6. Property Owner Email Address: _____

Indicate whether owned by Corporation (), Partnership (), or Individual (). If Corporation or Partnership, give names, address and titles all officers:

Title	Name	Mailing Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Emergency/Property Manager Contact **within 60 minutes** of property:

8. Address: _____

9. Phone Number: _____

10. Email: _____

11. Authorized Representative Name: _____

12. Address: _____

13. Phone Number: _____

Renewal Registration Fee \$100.00
Registration deadline, March 1st of each year

The following information is required to be provided with the application:

Proof of insurance documenting that the dwelling is insured as a **short term rental** and providing **liability** coverage of not less than three hundred thousand dollars (\$300,000.00) and issued in accordance with Chapter 3902 of the Ohio Revised Code.

Complete and submit the City of Port Clinton Department of Taxation Long Term / Short Term Rental Property, Property Owner Registration Form with renewal application.

Registration fee payment payable to: Treasurer, City of Port Clinton
Mailing Address: 1868 E. Perry Street, Port Clinton, Ohio 43452

Questions please call / email Sandye Ostheimer at 419-734-5522, ext. 239,
pcadmin@portclinton-oh.gov



City of Port Clinton Department of Taxation

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

pcincometax@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 persons/entities purchasing property as any type of 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. The form must be completed with all information and is to be signed, dated and returned to the Department of Taxation.

OWNER INFORMATION (REQUIRED): ALL INFORMATION IS REQUIRED. IF AN ENTITY: ALL PERSONS ASSOCIATED WITH THE ENTITY, ALL PARTNERS, MEMBERS, ETC. ARE REQUIRED TO BE LISTED. IF PROPERTY IS BEING MANAGED BY A PROPERTY MANAGER, THEIR INFORMATION IS REQUIRED.

Table with 5 columns: 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

Table with 4 columns: 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
o 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?
o 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)

Renewal Registration Fee \$100.00
Registration deadline, March 1st of each year

THE OPERATOR SHALL UPDATE THE AUDITOR, WITHIN SEVEN (7) DAYS OF A CHANGE IN STATUS, ALL INFORMATION ASSOCIATED WITH THE REGISTRATION, INCLUDING ANY CHANGES IN THE CONTACT INFORMATION FOR THE OPERATOR, RESPONSIBLE LOCAL PERSON, AND AUTHORIZED REPRESENTATIVE (IF APPLICABLE).

THE OPERATOR SHALL MAINTAIN THE SHORT TERM RENTAL IN ACCORDANCE WITH THE CITY OF PORT CLINTON CODIFIED ORDINANCES.

THE OPERATOR SHALL PROMINENTLY DISPLAY THE SHORT-TERM RENTAL OPERATING CERTIFICATE WITH THE REGISTRATION NUMBER AND ADVISORY NOTICE TO GUEST AT THE ENTRANCE INSIDE OF THE SHORT-TERM RENTAL UNIT.

SHORT-TERM RENTAL OPERATING CERTIFICATES ARE NOT TRANSFERABLE TO A NEW OWNER UPON SALE OF A PROPERTY. THE NEW OWNER SHALL APPLY FOR AND RECEIVE A NEW CERTIFICATE ANY TIME PRIOR TO COMMENCING BUSINESS IN THE CITY OF PORT CLINTON.

ANY FALSE STATEMENT MADE IN THIS REGISTRATION APPLICATION SUBJECTS THE PROPERTY OWNER AND/OR AUTHORIZED REPRESENTATIVE TO PROSECUTION FOR PERJURY AND WILL RESULT IN CANCELLATION OF REGISTRATION GRANTED PURSUANT HERETO.

WHOEVER VIOLATES ANY PROVISION OF CHAPTER 735 OF THE PORT CLINTON CODIFIED ORDINANCES IS GUILTY OF A FIRST DEGREE MISDEMEANOR AND SHALL BE FINED NO MORE THAT \$500.00, IMPRISONED FOR A PERIOD OF NOT MORE THAN SIX MONTHS, OR BOTH. EACH DAY SUCH VIOLATION EXISTS SHALL CONSTITUTE A SEPARATE AND DISTICT OFFENSE. MULTIPLE VIOLATIONS THT OCCUR DURING A SINGLE GUEST STAY MAY BE HEARD IN A SINGLE ACTION.

WHOEVER VIOLATES ANY PROVISION OF CHAPTER 171 OF THE PORT CLINTON CODIFIED ORDINANCES IS GUILTY OF A FIRST DEGREE MISDEMEANOR AND SHALL BE FINED NO MORE THAT \$500.00, IMPRISONED FOR A PERIOD OF NOT MORE THAN SIX MONTHS, OR BOTH.

NO OPERATOR OR ANY OTHER PERSON SHALL FAIL TO REFUSE TO REGISTER, OR FURNISH ANY RETURN REQUIRED TO BE MADE, OR FAIL OR REFUSE TO FURNISH A SUPPLEMENTAL RETURN OR OTHER DATA REQUIRED BY THE TREASURER, OR RENDER A FALSE RETURN OR FRAUDULENT RETURN OR CLAIM. NO PERSON REQUIRED TO MAKE, RENDER, SIGN OR VERIFY ANY REPORT OR CLAIM, SHALL MAKE A FALSE OR FRAUDULENT REPORT OR CLAIM WITH INTENT TO DEFEAT OR EVADE THE DETERMINATION OF ANY AMOUNT DUE REQUIRED TO BE MADE IN CHAPTER 171 OF THE PORT CLINTON CODIFIED ORDINANCES.