

Portage Township Ottawa County, Ohio

2501 State Road - Port Clinton, Ohio 43452 – 419-732-3543

LODGING EXCISE TAX REGISTRATION APPLICATION FOR TRANSIENT OCCUPANCY REGISTRATION CERTIFICATE APPLICATION

Please provide the following information to register a lodging establishment within the unincorporated areas of Portage Township, for the purpose of obtaining a Transient Occupancy Registration Certificate.

1. Name of Lodging Establishment _____ Telephone _____

2. Address _____

3. Name of Establishment Owner _____ Telephone _____

4. Address of Owner _____

5. Name of Establishment Operator (If different than owner)

_____ Telephone _____

6. Address of Operator _____

7. Type of Establishment (circle all that apply):

hotel, motel, bed & breakfast, cottage, cabins, condominium, vacation home, other: _____

8. Total number of rooms available for transient guests _____

9. Lodging tax contact person _____ Telephone _____

Email address: _____

10. Send all lodging tax correspondence to: (Name) _____

Address _____

Name of applicant (Print) _____

Signature _____ Date _____

Return To: Jen Cadmus, Fiscal Officer
Portage Township
2501 State Rd.
Port Clinton, Ohio 43452

[Below is for office use only]

Certificate Number _____ Date of Issue _____