

# Portage Township

## Ottawa County, Ohio

*"a great place to live and raise a family"*

Trustee Sam Conte, Chairman – Trustee Keith Heileman – Trustee Molly Sass

Fiscal Officer – Judy Johannsen

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

### **LODGING EXCISE TAX REGISTRATION APPLICATION FOR TRANSIENT OCCUPANCY REGISTRATION CERTIFICATE APPLICATION**

The following information is necessary to register a lodging establishment within the unincorporated areas of Portage Township, Ottawa County, Ohio 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: Judy Johannsen, Fiscal Officer  
Portage Township  
1398 S. Fulton Street  
Port Clinton, Ohio 43452

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For Office Use Only

Certificate Number \_\_\_\_\_ Date of Issue \_\_\_\_\_