

HAMILTON COUNTY MUNICIPAL COURT  
HAMILTON COUNTY, OHIO

CASE NO. \_\_\_\_\_

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

Tenant's Phone No. \_\_\_\_\_

VS.

**RENT ESCROW APPLICATION**

\_\_\_\_\_  
LANDLORD

\_\_\_\_\_  
LANDLORD'S ADDRESS

\_\_\_\_\_  
CITY, STATE, ZIP CODE

Landlord's Phone No. \_\_\_\_\_

In accordance with Section 5321.07(B)(1) of the Ohio Revised Code, I hereby deposit all rent that is now due with the Clerk of Courts for the Hamilton County Municipal Court.

**The amount I have deposited is \$ \_\_\_\_\_**

I have received from the Hamilton County Clerk of Courts a document entitled "*IMPORTANT NOTICE TO THOSE DEPOSITING RENT WITH THE CLERK OF COURTS PURSUANT TO OHIO REVISED CODE 5321.07*".

HAMILTON COUNTY CLERK OF COURTS

BY: \_\_\_\_\_  
DEPUTY CLERK

\_\_\_\_\_  
TENANT

\_\_\_\_\_  
DATE

**NOTICE TO LANDLORD**

If you are in doubt concerning your legal rights and responsibilities as a landlord, it is recommended that you obtain legal advice. You may respond to this action by filing a Rent Escrow Complaint with the Hamilton County Municipal Court pursuant to Section 5321.09 of the Ohio Revised Code. This complaint must be filed in Room 115 in the Hamilton County Courthouse, 1000 Main St. Cincinnati, Ohio 45202.

**PLEASE BE SURE TO REFER TO THE ABOVE CASE NUMBER WHEN MAKING ANY FILINGS IN THIS MATTER**



AFTAB PUREVAL  
HAMILTON COUNTY CLERK OF COURTS

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**IMPORTANT NOTICE TO THOSE DEPOSITING RENT WITH THE  
CLERK OF COURTS PURSUANT TO OHIO REVISED CODE 5321.07**

Section 5321.07 of the Ohio Revised Code outlines the requirements for depositing rent with the Clerk of Courts in lieu of sending it to your landlord. The Clerk is not authorized to approve or reject requests by tenants to deposit rent with the Clerk of Courts. The Clerk will accept your deposit so long as you complete the paperwork required by the Clerk of Courts. The only form now required by the Clerk is the one entitled “**RENT ESCROW**”. If you complete and sign this form and present your rent deposit, the Clerk will accept it.

**BE AWARE, HOWEVER, THAT THE ACCEPTANCE OF THE DEPOSIT BY THE CLERK DOES NOT MEAN THAT YOU HAVE SUCCESSFULLY COMPLIED WITH THE STATUTORY REQUIREMENTS OF OHIO REVISED CODE SECTION 5321.97.**

If you have not successfully complied with that section, then your rent escrow attempt might not be successful and your landlord might be able to recover your rental deposit and proceed with an eviction against you. For this reason, you are urged to comply with all of the requirements of section 5321.07 O.R.C. and to do so before you make your rental deposit with the clerk. If you do not understand the requirements of section 5321.07 even after reading the **NOTICE** then we urge you to seek legal assistance through private counsel, the Legal Aid Society or another similar organization.

Please note that full compliance with Section 5321.07 O.R.C. requires that you:

- (1) Deliver to your landlord the Notice set forth under Section 5321.07(A). The contents of this Notice should detail the ways in which the landlord has failed to comply with the law regarding the dwelling you are renting and has failed to remedy such violations within a reasonable length of time. Please note that this Notice must be sent to the person or place where you send your rental payments;
- (2) Be current in your rent to the landlord and continue to fully and timely pay to the Clerk the rent thereafter due to the landlord as more fully set forth under Section 5321.07(B)(1); and
- (3) Have **NOT** received a Notice from your landlord as required under Section 5321.07 (C) informing you that the landlord is a landlord of only three or fewer rental units.

**WARNING!!**

THE HAMILTON COUNTY CLERK OF COURTS IS NOT AUTHORIZED TO  
NOR DOES IT RENDER LEGAL ADVICE. THE ABOVE INFORMATION IS  
PROVIDED TO YOU ONLY AS A PUBLIC SERVICE TO HELP YOU  
UNDERSTAND THE STATUTORY REQUIREMENTS FOR RENT ESCROW.