

CHILLICOTHE MUNICIPAL COURT
95 E. MAIN STREET
CHILLICOTHE, OHIO 45601
740-773-3515

RENT ESCROW APPLICATION PROCESS

Residential landlords have a duty to repair certain problems with housing. If you have a problem, please contact Southeastern Ohio Legal Services www.seols.org/housing, or Ohio Legal Help www.ohiolegalhelp.org for assistance. If you wish to deposit your rent into a rent escrow account with the Court, please read and follow these rules carefully. If you do not follow the law, you could be evicted for non-payment of rent.

BEFORE YOU FILE YOUR RENT ESCROW APPLICATION, give a written notice to the landlord. The notice should do all of the following:

1. Tell in detail each problem you wish to have repaired. Be specific so the landlord can use the list to make the repairs.
2. Tell the landlord that you intend to deposit your rent with the Court if the repairs are not made within a reasonable amount of time.
3. Sign, date and make a copy of the notice so that you may give a copy to the Court.
4. **Deliver the notice to the landlord in person, or by certified mail, or by ordinary mail with a certificate of mailing from the post office**, to the place where rent is normally paid. If you deliver the notice in person, write on your copy the date and time you handed it to the landlord. You may want to have someone go with you to witness the delivery. If you deliver the notice by mail, save the certified mail receipt or the certificate of mailing receipt from the post office. Do not rely on email or text messaging to give proper notice.

If the problem(s) has not been repaired in 30 days:

1. Go to the Chillicothe Municipal Court and fill out an *Application to Deposit Rent With The Clerk*.

OR

Go to the Court's website, www.chillicothemunicipalcourt.org, and select *Forms* on the left side of the home page. Print the *Rent Escrow Application* and fill in the required information. **DO NOT SIGN THE FORM UNTIL YOU ARE AT THE COURT**, unless you take it to a Notary Public to witness.

2. Give the Court a copy of the notice you gave the landlord, along with the mail receipt, if applicable.
3. Deposit the full rent amount to the Clerk. Your payment must be cash or a money order ONLY. No personal checks or credit cards will be accepted.

PLEASE NOTE: There is no filing fee to place your rent in escrow, however, the Court will retain one percent (1%) of the total deposit for court costs. ORC 5321.08(D) You may be required to pay that difference to the landlord when the case is over.

The Court will send a copy of your application and attachments to the landlord. If the application is disputed, the Court will set the case for a hearing and you will be notified by mail of the hearing date and time.

When your next rent payment is due:

1. Deposit the full rent amount to the Court in person or by mail to:
**Chillicothe Municipal Court
Civil Division
95 E. Main St.
Chillicothe, OH 45601**

If your rent payment is not received by the Court on or before the due date specified in your rental agreement, you risk your case being dismissed, and you may need to start the process over.

When the repairs you requested are completed:

1. Come to the Court and sign a release form that authorizes the Court to pay the rent escrow money to the landlord. Make sure you bring your picture I.D.
2. The landlord may also apply to the Court to have the rent money released. You will be notified if this happens, and a hearing may be scheduled. You may contact the Court and ask if the landlord has filed an application for release of rent escrow. If he/she has, you will not need to sign a release form.
3. Once the rent escrow money has been released, pay your rent to the landlord from this point forward.

Questions? Contact the Civil Dept. Monday-Friday, 8:00 a.m. to 4:00 p.m. 740-773-3515