



**JUDGE DAVID M. MCNAMEE**  
**Xenia Municipal Court**

101 N. Detroit St. • Xenia, Ohio 45385

Civil Division

937-376-7297 or 937-376-7289 • Fax 937-376-7288

**RULES FOR LANDLORD-TENANT**

1. Tenant mails out a letter to the landlord by certified mail listing his/her complaint and keeps a copy of this letter to later bring to the Court. Everyone in his /her apartment who is involved with this complaint must sign his letter.
2. After 30 days, Tenant brings this letter and certified card to the Court and fills out an Application to Deposit Rent and deposits his/her rent with the Court.
3. This Notice is mailed to the landlord and/or agent and/or owner of the apartment (or property) involved (by certified mail).
4. The Court allows approximately 2 weeks after service, and if the Tenant notifies the Court that the landlord and/or agent and/or owner has not corrected the problem, then the Court sets the matter down for a hearing before the Judge.
5. If the problem is corrected, the Tenant is to notify the Court. At that time, the Court is to mail the deposit of rent to the landlord, except for 1% of the same as the Court is entitled to this as costs.
6. If the tenant moves from the premises, the landlord is entitled to the rent deposited with the Court, minus the 1% for court costs.

Case No. \_\_\_\_\_

## APPLICATION BY TENANT TO DEPOSIT RENT WITH THE CLERK OF THE XENIA MUNICIPAL COURT

Name and Address of Tenant(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # ( ) \_\_\_\_\_

Name and Address of Landlord

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone # ( ) \_\_\_\_\_

In accordance with O.R.C. Section 5321.07, I hereby make application to deposit all rent that is due and hereafter becomes due the Landlord, with the Clerk of the Xenia Municipal Court.

### AFFIDAVIT IN SUPPORT OF APPLICATION:

The undersigned, being first duly sworn according to law, says the following facts are true (check all that apply).

Landlord **did NOT** supply Tenant with written notice stating that Landlord was a party to rental agreements which covered three or fewer dwelling units. O.R.C. 5321.07 (C).

**Landlord** has been given a written notice of Landlord's failure to fulfill obligations. O.R.C. 5321.07 (A), (Copy attached **if applicable**).

**No** written notice was given to the Tenant. O.R.C. 5321.18 (C).

**Landlord** did not supply the Tenant in writing, with the name and address of the owner and owner's agent O.R.C. 5321.18 (A).

**That** payment of the rent due under the rental agreement is current and that rent is usually due on the \_\_\_\_ day of the month, in the amount of \$\_\_\_\_\_. O.R.C. 5321.07 (B).

\_\_\_\_\_  
Signature of Tenant(s)

\_\_\_\_\_

Sworn to and subscribed before this \_\_\_\_\_ day of \_\_\_\_\_, 2022

\_\_\_\_\_  
Notary Public / Deputy Clerk

### NOTICE TO THE LANDLORD

This copy of the Tenant's application is being mailed to you in accordance with O.R.C. Section 5321.08.

To: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dannette Donatelli, Clerk of Court  
937-376-7289 – Civil Division

By: \_\_\_\_\_

Deputy Clerk

Date: \_\_\_\_\_