

# HOW TO COMPLETE YOUR PETITION

## If you own one property...

in the OTR South SID, simply complete the left side of the petition and mail it in.

## If you own multiple properties...

in the OTR South SID, note that there is only one petition sent per property owner- **NOT** one petition sent per address.

Individuals owning multiple properties under the same name will only need to complete one petition.

If you own multiple properties and are unsure about the petition completion process, view the examples below. If you still have questions, contact Alex Martin ([amartin@3cdc.org](mailto:amartin@3cdc.org)).

If you need additional petitions, visit [www.otrsouthsid.com](http://www.otrsouthsid.com).

### Example 1:

John Doe owns 1201 Sample Street, Unit 201, where he lives, and is listed as the owner.

John Doe also owns 1201 Sample Street, Unit 302, which he rents, and is listed as the owner.

- Although the properties have separate addresses, he is listed as the owner of both properties.
- **John Doe only needs to fill out 1 petition.** He should complete the left side of the petition and mail in the completed petition.
- By completing the single petition, John Doe has effectively voted 'Yes' for all properties he owns under his name.
- Note that if John Doe's wife, Jane Doe, is jointly listed as an owner of one or more of the properties, she should also complete the left side of the petition, under 'Individual Owner 2.'

<b>Cincinnati City Council is hereby requested to take the following action:</b> Approve, by Resolution, the Petition to Adopt the Over-the-Rhine South Special Improvement District Services Plan and Budget for the Over-the-Rhine South Special Improvement District, Inc. within sixty (60) days of said Petition being filed with the City.  Please return this signed petition in the enclosed envelope to:  OTR South Special Improvement District 1203 Walnut Street, 4th Floor Cincinnati, OH 45202	<b>By signing this Petition, the undersigned hereby represents that he/she is the owner of the property incorporated herein by reference, or is authorized to sign this Petition on behalf of the owner.</b>	
	<b>SIGNATURE OF OWNER(S)</b> [Individual Owner 1]  _____ Signature  _____ Print Name  _____ Email  _____ Date	<b>SIGNATURE OF OWNER</b> [Entity Owner]  _____ Print Name of Entity Owner/s  _____ Additional Names of Entity Owners  _____ Signature of Representative  _____ Print Name of Representative  _____ Title  _____ Email  _____ Date
	<b>[Individual Owner 2]</b>  _____ Signature  _____ Print Name  _____ Email  _____ Date	

**Example 2:**

Emily Doe owns 1201 Example Street, Unit 201, where she lives, and is listed as the owner.

Emily Doe also owns 1201 Example Street, Unit 302, which she rents, but she owns it under a separate entity – Emily OTR, LLC.

- Since the second property is owned under a different name, Emily must complete **two petitions**
- She should complete the left side of the first petition, since she is listed as the owner on that property, and return the completed petition.

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	<p><b>SIGNATURE OF OWNER(S)</b> [Individual Owner 1]</p> <p>Signature _____</p> <p>Print Name _____</p> <p>Email _____</p> <p>Date _____</p>	<p><b>SIGNATURE OF OWNER</b> [Entity Owner]</p> <p>Print Name of Entity Owner/s _____</p> <p>Additional Names of Entity Owners _____</p> <p>Signature of Representative _____</p> <p>Print Name of Representative _____</p>
	<p><b>[Individual Owner 2]</b></p> <p>Signature _____</p> <p>Print Name _____</p> <p>Email _____</p> <p>Date _____</p>	<p>Title _____</p> <p>Email _____</p> <p>Date _____</p>

- She should complete the right side of the second petition, since her LLC (or entity) is listed as the owner on that property, and return the completed petition.

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	<p><b>SIGNATURE OF OWNER(S)</b> [Individual Owner 1]</p> <p>Signature _____</p> <p>Print Name _____</p> <p>Email _____</p> <p>Date _____</p>	<p><b>SIGNATURE OF OWNER</b> [Entity Owner]</p> <p>Print Name of Entity Owner/s _____</p> <p>Additional Names of Entity Owners _____</p> <p>Signature of Representative _____</p> <p>Print Name of Representative _____</p>
	<p><b>[Individual Owner 2]</b></p> <p>Signature _____</p> <p>Print Name _____</p> <p>Email _____</p> <p>Date _____</p>	<p>Title _____</p> <p>Email _____</p> <p>Date _____</p>

- If Emily Doe owns additional properties under other entities that she rents (e.g., Emily OTR II, LLC and Emily OTR III, LLC), she should complete the right side of a separate petition for each entity she owns.