

**Trumbull County Eastern District Court  
7130 Brookwood Drive  
Brookfield, Ohio 44403  
330-675-7900**

**RENT ESCROW APPLICATION PROCESS**

Residential landlords have a duty to repair certain problems with housing. If you have a problem, please contact Ohio Legal Help [www.ohiolegalhelp.org](http://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 Trumbull County Eastern District Court and fill out an *Application to Deposit Rent With The Clerk*.  
OR  
Go to the Court's website, [www.easterncourt.co.trumbull.oh.us/ec\\_forms.html/](http://www.easterncourt.co.trumbull.oh.us/ec_forms.html/) and select *Civil Forms* then select *Application to Deposit Rent*. Print the *Rent Escrow Application* and Rent Escrow Information Sheet. Fill in the required information. **DO NOT SIGN THE APPLICATION 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.

**TRUMBULL COUNTY EASTERN DISTRICT COURT**  
7130 BROOKWOOD DRIVE  
BROOKFIELD, OHIO 44403  
(330) 675-7900

**APPLICATION BY TENANT TO DEPOSIT RENT WITH THE CLERK**

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

TO THE CLERK OF COURT

NAME AND ADDRESS OF TENANT:

NAME AND ADDRESS OF LANDLORD OR AGENT

\_\_\_\_\_  
(Street No. & Apt. No.)

\_\_\_\_\_  
(Street No. & Apt. No.)

\_\_\_\_\_  
(City, State, Zip)

\_\_\_\_\_  
(City, State, Zip)

In accordance with Section 5321.07, paragraph (1) of the Ohio Revised Code, I hereby make application to deposit all rent that is due and hereafter becomes due the landlord, with the Clerk of the captioned Court.

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

Signed: \_\_\_\_\_

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**INFORMATION IN SUPPORT OF APPLICATION:**

The undersigned says the following facts are true to the best of his/her knowledge:

Notice was given in writing to landlord as prescribed in Section 5321.07, paragraph (A). (Copy of this notice attached hereto.)

Service was made on landlord as follows: \_\_\_\_\_

The payment of my rent due under the rental agreement is current and that my rent is due \_\_\_\_\_, in the amount of \$ \_\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**APPLICANT STATES UNDER THE PENALTIES OF PERJURY AND FALSIFICATION THAT THE ABOVE INFORMATION AND APPLICATION HAS BEEN READ AND IS BELIEVED TO BE TRUE.**

Signed: \_\_\_\_\_

**Insert if applicable:** "Landlord did NOT supply him with notice in writing that he was a party to any rental agreement which covered three or fewer dwelling units. (Section 5321.07, paragraph (3)(C), ORC.)"

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**NOTICE TO LANDLORD OR AGENT**  
SEC. 5321.08 R.C.

Please be advised that the above applicant has this date deposited a rental payment with the Court under the provisions of Section 5321.07 R.C. Said deposit has been placed in the Escrow Rental Account and may be released to you upon your application and satisfaction of the provisions of Section 5321.09 R.C.

Dated: \_\_\_\_\_

Signed: \_\_\_\_\_  
Clerk/Deputy Clerk

# Rent Escrow Information Sheet

“PLAINTIFF (1)”

“PLAINTIFF (2)”

\_\_\_\_\_  
FULL LEGAL NAME

\_\_\_\_\_  
FULL LEGAL NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
AREA CODE TELEPHONE NUMBER

\_\_\_\_\_  
AREA CODE TELEPHONE NUMBER

“DEFENDANT (1)”

“DEFENDANT (2)”

\_\_\_\_\_  
FULL LEGAL NAME

\_\_\_\_\_  
FULL LEGAL NAME

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
AREA CODE TELEPHONE

\_\_\_\_\_  
AREA CODE

COMPLAINT:

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

**PLEASE NOTE: There is NO filing fee to place your rent in escrow, however, the court will retain one percent (1%) of the monthly rent you deposit with the court.**