



# Village of Fort Recovery

## Landlord Reporting

### Tenant Update Form

**Instructions:** This form must be completed by the owner of the rental property within thirty (30) days from the commencement of a new tenant lease or vacancy of the rental property. Once completed, please return this form to the Village of Fort Recovery Income Tax Department at 201 S Main St PO Box 459, Fort Recovery, Ohio 45846.

<b>Property Address</b>	1. Address: _____
<b>Owner Information</b>	2. Owner Name(s) on the Title: _____
<i>Please complete this form in full.</i>  <i>If title is held by a trust or business entity, enter the name of the entity on Line 2.</i>	3. Owner is an <input type="checkbox"/> Individual <input type="checkbox"/> Trust, LLC, Corporation or Partnership ( <i>Complete Line 3a</i> ) 3a. Name(s) Trustee/CEO/Managing Partner _____ 4. Owner Full Address: _____ 5. Owner Phone: _____ Owner Email: _____ 6. Owner's Permission to publish & distribute contact information for rental requests: <input type="checkbox"/> <i>*Contact information includes: Owner Name &amp; Owner Phone Number. A flyer will be available in our office for those seeking a vacant rental unit within the corporation limits of Fort Recovery.</i> 7. Property Manager ( <i>if applicable</i> ): _____ Phone: _____ 8. Address: _____
<b>New Tenancy Information</b>	9. Date of new tenancy: ____/____/____ 10. Tenant Name(s): _____ 11. Tenant Mailing Address: _____ 12. Total # occupants: _____ # over 18: _____ 13. Who is responsible for the utility billing? <input type="checkbox"/> Tenant <input type="checkbox"/> Landlord 14. If the tenant is responsible for the utility billing, has the Tenant completed an Application for Water Service at the Village Office? Y / N <i>*There is a \$50.00 refundable deposit for all tenants at the time of application.</i> 15. Have you supplied the Tenant with a copy of the Income Tax Registration Form*? Y / N <i>*The Income Tax Registration Form can be found at <a href="http://www.fortrecovery.org">www.fortrecovery.org</a> or can be obtained at the Village Office. Each new tenant is required by law to register with the Income Tax Department.</i>
<b>Prior Tenancy Information</b>	16. Date prior tenant(s) vacated unit: ____/____/____ <input type="checkbox"/> Voluntarily <input type="checkbox"/> Evicted <input type="checkbox"/> Other 17. Prior Tenant Name(s): _____ 18. Forwarding address for prior tenant: _____ 19. City, State, Zip: _____

**Owner's Declaration:** I understand this form is required by law and failure to comply is in violation of the Village of Fort Recovery Municipal Income Tax Ordinance No 2015-12. I declare under penalty of perjury under the laws of the Village of Fort Recovery that the foregoing information is true and correct to the best of my knowledge.

Signature: \_\_\_\_\_

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