

**VILLAGE OF GARRETTSVILLE
INCOME TAX DEPARTMENT**

PO Box 306

Garrettsville, Ohio 44231-0306

Phone: 330-527-2179 Fax: 330-527-5819

LANDLORD TENANT INFORMATION SHEET

Landlord's Name: _____

Address: _____

City, State, ZIP: _____

Tenant's Name: _____

Address: _____

City, State, ZIP: _____

Date Moved In: _____ Date Moved Out: _____

Codified Ordinances of the Village of Garrettsville Chapter 171. Income Tax

171.051 REQUIRING OWNERS OF RENTAL OR LEASED PROPERTY LOCATED WITHIN THE VILLAGE TO PROVIDE THE INCOME TAX CLERK WITH INFORMATION OF TENANTS.

(a) On or before February 1, 1994, all property owners of rental or leased property who rent to tenants of residential premises or business premises shall file with the Income Tax Clerk a report showing the names and addresses of each such tenant or business who occupies residential or business premises within the corporation limits of the Village.

(b) Beginning February 1, 1994, and thereafter, within thirty days after a new tenant occupies residential or business rental property of any kind within the Village, all property owners of rental or leased residential or business property who rent to tenants or businesses, shall file with the Income Tax Clerk of the Village a report showing the names and addresses of each such tenant or business who occupies residential or business premises within the corporation limits of the Village.

(c) Beginning February 1, 1994, and thereafter, within thirty days after a tenant vacates a rental or leased residential or business property located within the Village, the property owner of such vacated rental or leased property shall file with the Income Tax Clerk of the Village, a report showing the date of vacating from the rental or leased residential property and identifying such vacating tenant; and providing the forwarding address for such tenant.

(d) For the purposes of this section, "tenant" means:

- (1) If there is a written lease or rental agreement, the person or persons who sign the written lease or rental agreement with the owner.
- (2) If there is an oral lease or rental agreement, the person or persons with whom the owner enters into the oral lease or rental agreement.

(e) Whosoever shall violate the provisions of this section shall:

- (1) For a first offense pay a fine of not more than fifty dollars (\$50.00).
 - (2) For a second offense pay a fine of not more than one hundred dollars (\$100.00).
 - (3) For a third and all subsequent offenses pay a fine of not more than two hundred dollars (\$200.00).
- (Ord. 93-44. Passed 1-8-94.)