

**Village of Hartville
Income Tax Department**

202 W Maple St
PO Box 760
Hartville, OH 44632
Phone 330-877-9222 Fax 330-877-9778
Email: aphillips@hartvilleoh.com

TENANT INFORMATION REPORT

Property Owner: _____

Contact Phone Number: _____ Email: (optional) _____

RENTAL PROPERTY ADDRESS: _____ **Unit** _____

NEW TENANT INFORMATION:

Name: _____

Spouse/Roommate: _____

Date of Move-In: _____ Contact Phone Number: _____

FORMER TENANT INFORMATION:

Name (s): _____

Date of Move-Out: _____

Forwarding Address: _____

In order to comply with the Village of Hartville Ordinance No. 1-16.23 this information sheet must be kept current on an ongoing basis.

**** You have thirty (30) days after a tenant occupies or vacates the property to inform this office.**

Penalty for Failure to File A Report. Owners who fail to comply will be subject to a penalty of \$50.00 for the first offense, \$100.00 for the second offense, and \$200.00 for the third and subsequent offenses in compliance with Ordinance No. 1-16.23

You may report changes by mail to PO Box 760, Hartville OH 44632; fax to 330-877-9778 or email to aphillips@hartvilleoh.com

Additional copies of this report can be reproduced as needed or found on Hartville's web site at www.hartvilleoh.com under Forms & Permits, Income Tax Forms, and Tenant Information Report.