TO: Greenhills Income Tax Bureau
11000 Winton Road
Greenhills, OH 45218-1198
513-825-2100 (Phone) / 513-825-2370 (Fax)

LANDLORD REPORT FORM

Dear Landlord:

In order to keep our records current, and to insure the equitable collection of all taxes due from all residents, we ask your cooperation in filing this form within 30 days after any tenant moves into or out of your rental units. If you have any questions, please call us.

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Landlord (or agent) signature Date Phone No.

IMPORTANT: Within 30 DAYS after a tenant occupies any of your rental property, you MUST report to the Income Tax Bureau, either in writing, by phone or fax, or by e-mail (gcoddington@greenhillsohio.org), showing the applicable dates and any forwarding address of tenants who have moved. Failure to do so violates Greenhills Ordinance 191.17.

ADDRESS OF RENTAL PROPERTY	APT. NO.	LAST NAME(S) OF TENANT(S)	FIRST NAME(S) & INITIAL(S)	SOCIAL SECURITY NO.	STILL THERE	VACANT	MOVE IN DATE	MOVE OUT DATE