

**Village of Hartville
Income Tax Department**

202 W Maple St
PO Box 760
Hartville, OH 44632
Phone 330-877-9222 Fax 330-877-9778

MANDATORY TENANT INFORMATION REPORT

Property Owner: _____

Owners Address: _____

Contact Phone Number or e-mail: _____

NEW TENANT INFORMATION:

Name: _____

Spouse/Roommate: _____

Property Address: _____ Unit # _____

Date of Move In: _____

FORMER TENANT INFORMATION:

Name (s): _____

Date of Move Out: _____

Forwarding Address: _____

In order to comply with the Village of Hartville Ordinance No. 1-15.28 beginning January 1, 2016 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. 1-15.28.

You may report changes by mail to PO Box 760, Hartville OH 44632; fax to 330-877-9778 or by email to tcooper@hartvilleoh.com (include ALL the information on the Mandatory Tenant Information Report in your email)

Additional reporting copies can be obtained by calling 330-877-9222 or on Hartville's web site at <http://hartvilleoh.com> under Forms & Permits, Income Tax Forms, Tenant Reporting Form.