

PROPERTY/LANDLORD OCCUPANCY LISTING

CITY OF CANFIELD OHIO INCOME TAX DEPARTMENT, 104 LISBON STREET, CANFIELD, OH 44406
 PHONE: 330-533-1101***Fax: 330-533-2688***Email achristopher@canfield.gov

Name of Property Owner:
 Address:

Section 135.03 of Canfield Codified Ordinance **requires** owners of rental or leased property located within the Municipality of Canfield to provide us with information about their tenants. **The requirements are as follows:**

- Within 30 days after a new tenant occupies residential and/or business rental property of any kind within the city, the landlord is required to file a report showing the name, address, phone number, employer, and the date of occupancy of each tenant.
- Within 30 days after a tenant vacates a rental and/or leased residential or business property of any kind within the City the landlord is required to file a report showing the date of vacating, identify vacating tenant, and the forwarding address of such tenant.

If additional space is needed, please attach additional paper.

FAILURE TO COMPLY WITH THE REQUIREMENTS OF PROVIDING TENANT INFORMATION TO THE CITY AS REQUIRED IN CODIFIED ORDINANCE §135.03 IS A VIOLATION OF THE LAW PUNISHABLE BY FINES OF \$50.00 TO \$200.00.

Property Address	Occupant Name	Phone Number	Employer	Date Move In	Date Move Out
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

 Signature

DATE: _____

 Print Name