



Landlord/Tenant Registration

Chapter 171.18 Ord. 34-11, Passed 11-13-11



- (a) On or before January 1, 2012, all property owners of rental or leased property who rent to tenants of residential premises or business premises shall file with the Commissioner, a report showing the names, addresses, telephone numbers and, if known, places of employment of each such tenant who occupies residential or business premises within the corporation limits of the City of Waterville as of December 1, 2011. (b) Beginning January 1, 2012, and thereafter, within thirty (30) days after a new tenant occupies residential or business rental property of any kind within the City of Waterville, all property owners of rental or leased residential or business property who rent to tenants or businesses, shall file with the Commissioner, a report showing the names, addresses, telephone numbers, and if known, places of employment of each such tenant who occupies residential or business premises within the corporation limits of the City of Waterville. © Beginning January 1, 2012 and thereafter, within a thirty (30) days after a tenant vacates a rental or leased residential or business property located within the City of Waterville, the property owner of such vacated rental or leased property shall file with the Commissioner a report showing the date of vacating from the rental or leased residential or business property and identifying such vacating tenant; and providing the forwarding address for such tenants.

Landlord Information

Landlord (Individual or Business Entity): _____ File Number: _____

Name: _____

Address: _____

Contact: _____
Name (if other than above name)

Telephone #: _____ Email: _____

Property Information - Complete a separate form for each unit. *(additional unit forms available on website)*

Street Address and apartment or suite # of rental property located in the City of Waterville:
 _____ Apt/Ste # _____ Waterville, OH 43566

If property is a multiple unit complex, how many apartments or suites are located at this address? _____

How many are numbered? (A B C..., 1 2 3...28309, 28311, 28313..., ect.)

Tenant Information - Complete for all tenants over the age of 18

Name	Telephone #	Employer
_____	_____-_____-_____	_____
_____	_____-_____-_____	_____
_____	_____-_____-_____	_____
_____	_____-_____-_____	_____

Date Moved In: ____/____/____ Date Moved Out: ____/____/____

Forwarding Address: _____

Fax 419-878-8044 or Mail to Tax Dept. City of Waterville | 25 North Second St. | Waterville, OH 43566

NOTE Fill-In Forms are available on the website www.waterville.org under Income Tax Department / Landlords