



ATTENTION ALL RENTAL PROPERTY OWNERS & TENANTS

This is a notice for all landlords who own rental property within the Waterville city limits and for Waterville tenants who rent from a landlord.

**Beginning on January 1, 2013 the Regional Income Tax Agency (R.I.T.A.) will be handling the tax collection and tax administration for the City of Waterville. For more information regarding Waterville income tax regulation, visit Waterville's website www.waterville.org for a copy of the Ordinance, or R.I.T.A.'s website www.ritaohio.com for frequently asked questions.

LANDLORDS:

As stated in the City of Waterville Ordinance, landlords of rental property located within the city limits have three responsibilities.

- ◆ First - you are required to report net profits from rental property located within the city. This can be done by filing a return that includes your federal Schedule E or other appropriate schedule.
- ◆ Second - Effective January 1, 2012, Landlords are required to provide the Tax Commissioner a report showing the names, addresses (including suite letters/ numbers if applicable), telephone numbers and, if known, the place of employment for each resident or business that occupies each rental property
- ◆ Landlords are also required to provide the Tax Department with a list of any move-ins or move-outs within 30 days of said move.

TENANTS:

As stated in the City of Waterville Ordinance, any person who rents property located within the city limits, is required to pay income tax to the City and to file an annual income tax return. The Waterville income tax rate is 2%. However, if you work within another taxing municipality, we do allow a credit of not more than 1.5% for tax paid to another municipality.

If you have any questions

- ◆ please visit R.I.T.A.'s website www.ritaohio.com
- ◆ Waterville's website www.waterville.org Income Tax Department | Landlords
- ◆ or email nperry@waterville.org

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