

CITY OF KENTON

Tax Department

111 W. Franklin Street

PO Box 220

Kenton, OH 43326

kentonincometax@windstream.net

419-673-1355 or fax 419-675-3200

RE: RENTAL ROSTER OF TENANTS

In accordance with City of Kenton Codified Ordinance 850.18 the City Income Tax Department requests that you submit a current roster of all tenant's names and addresses **including all members of each household 18 years and older for the rental property you own or manage.** If, someone has moved from your rental property you need to provide the move in and move out date and forwarding address if possible.

PLEASE SUBMIT THE INFORMATION WITHIN 10 DAYS OF THIS LETTER.

Name	Address	Move In Date	Move Out Date

Make additional copies or another sheet of paper. In lieu of completing the information above you may also attach spreadsheets or other documents containing the requested information. You can mail or fax to 419-675-3200. Thank you for your prompt attention with completing this information.

A RENTAL PROPERTY WITHIN THE CITY LIMITS IS CONSIDERED A BUSINESS AND A TAX RETURN FOR EACH YEAR IS REQUIRED EVEN IF NO TAX IS DUE.