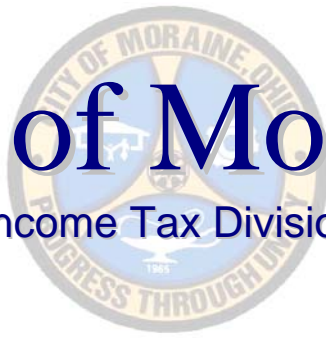


City of Moraine

Income Tax Division



Phone # _____

According to Administrative Code 181.06(d), **every person who owns any interest in one or more rental units shall furnish to the Director a list of names of all the persons leasing, renting or otherwise occupying such rental unit(s).** The required information is to be reported semi-annually, by January 30th and by July 30th, to the Income Tax Division. The required information is due within 30days, from the date of this letter. If this notice doesn't pertain to you as a rental/lease property owner, please forward this to the property owner or return this to the income tax division. Return this notice to address below and if additional space is needed, please attach a separate sheet.

Mark appropriate box and fill-in necessary information.

- CHANGE IN TENANT (fill-in section below)**
- SOLD MORAINE RENTAL PROPERTY (list address as "sold" below)**
- VACANT MORAINE RENTAL PROPERTY (list address as "vacant" below)**

Moraine Rental Roster

<u>List Moraine Address</u>	<u>Sold</u>	<u>Vacant</u>	<u>Name Of Tenant(s)</u>	<u>Tenant Move In</u>	<u>Tenant Move Out</u>
	Date	"✓"		Date	Date

Sincerely,
Stephanie Violette
Income Tax Division

Any person violating any of the provisions of Chapter 181, Income Tax, City of Moraine Codified Ordinances, shall be punishable as provided in Section 181.12. Failure to file the required forms and/or failure to pay the Income Tax constitutes a violation of this chapter.