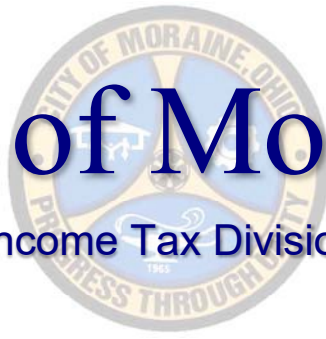


# City of Moraine

## Income Tax Division




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PHONE # \_\_\_\_\_

According to Administrative Code 185.201, **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 30<sup>th</sup> and by July 30<sup>th</sup>, to the Income Tax Division. The required information is due within 30 days, from the date of this letter. If this notice does not 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.**

- SOLD MORaine RENTAL PROPERTY (list address as "sold" below)**
- VACANT MORaine RENTAL PROPERTY (list address as "vacant" below)**

### **Moraine Rental Roster**

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

Sincerely,  
Income Tax Division  
(937) 535-1026

Any person violating any of the provisions of Chapter 185, Income Tax, City of Moraine Codified Ordinances, shall be punishable as provided in Section 185.99. Failure to file the required forms and/or failure to pay the Income Tax constitutes a violation of this chapter.