



City of Chardon

Chardon Municipal Center • 111 Water Street • Chardon, Ohio 44024-1201

www.chardon.cc

March 15, 2017

CITY COUNCIL

CITY MANAGER

440-286-2600

Fax: 440-286-2658

FINANCE

440-286-2470

Fax: 440-286-2658

Income Tax

440-286-2696

Fax: 440-279-0903

Water & Sewer Billing

440-286-2949

Fax: 440-286-2658

PARK & RECREATION

440-286-2630

Fax: 440-286-2658

POLICE

440-286-6123

Fax: 440-286-2680

PLANNING & ZONING

440-286-2654

Fax: 440-286-5541

PUBLIC SERVICE

440-286-2655

Fax: 440-286-5541

Division of Streets, Cemeteries & Parks

440-286-2656

Fax: 440-286-2681

Division of Water & Wastewater

440-286-2657

Fax: 440-286-7538

As owner or management agent for property being rented or leased within the City of Chardon for occupancy by a business, you are required to comply with Section 152.23 of the Codified Ordinances of the City of Chardon. This section requires that you supply to the City's Tax Administrator a list containing the name and address of each person occupying, renting, or leasing your property. The required list shall be prepared and submitted as soon as possible. A "PROPERTY OWNERS REPORT OF TENANTS" form has been included for your convenience. If your tenant information is stored electronically, it is not necessary to use the City form. Simply provide a copy of your list which must include the move-in date and the federal tax identification number, if available, for each business occupant.

As owner or management agent you are required to file with the Tax Administrator a report, within 30 days of occupancy, showing the name, federal tax identification number, move in date and address of each new business that occupies your property. In addition, within 30 days after a business vacates your property, you are required to file with the Tax Administrator a report showing the date the business moved out. Forms are available online at www.chardon.cc under Municipal Tax Information.

We use the information you provide, to send correspondence to your tenant(s) regarding the municipal income tax in the City of Chardon. It is important for the businesses to receive this information as soon as possible after they move in, so that they avoid penalties and interest for late filings.

Thank you for your attention to this matter. If you have any questions or believe you have received this letter in error, please contact me at (440) 286-2696.

Respectfully,

Barbara L. Raikes

Deputy Tax Administrator

Enclosure

PROPERTY OWNERS REPORT OF TENANTS

RETURN TO: ATTN: BARBARA L. RAIKES
 CITY OF CHARDON
 FINANCE DEPARTMENT
 111 WATER STREET
 CHARDON, OH 44024

PERSON COMPLETING FORM

NAME _____
 PHONE NO. _____

PROPERTY OWNER

NAME _____
 ADDRESS _____
 CITY, STATE, ZIP _____
 FEDERAL I.D. / S.S. NO. _____

RENTAL PROPERTY ADDRESS

STREET NO. _____
 ST. NAME _____

TENANT LIST

UNIT NUMBER	BUSINESS NAME	MOVE-IN DATE	MOVE-OUT DATE	FEDERAL TAX ID NUMBER

- PLEASE TYPE OR PRINT -

SIGNED _____ TITLE _____

THIS REPORT MUST BE FILED WITHIN 30 DAYS OF ANY CHANGE IN TENANT STATUS