

**CITY OF CANAL FULTON**  
*155 East Market Street, Suite C*  
*Canal Fulton, Ohio 44614*  
*Office of the Income Tax Administrator*

## Tenant Registration Form

Section 181.27(a) of the codified Ordinances of the City of Canal Fulton states that no person shall fail, neglect or refuse to file an income tax return as required by law.

To provide for the fair and equitable administration of income tax collections, the City is requiring owners of rental properties to file the names and address of tenants with the City Income Tax Administrator. This information will be used to insure that all income-earning residents of the community pay their fair share of the City's one (1.5) percent income tax.

Property owners are required to notify the City within 30 days when tenants move or when new tenants move in.

Tenants are defined as those individuals who sign a lease or rental agreement with an owner, or those who verbally enter into a lease or rental agreement with an owner.

**DIRECTIONS: Please provide the information requested below and return this form the City Income Tax Administrator.**

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

<u>Tenant Name</u>	<u>Address</u>	<u>Date Entered Into Lease</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

(Please list additional tenants on the back of this sheet)

Property owners are required to notify the City within 30 days when new tenants move in. Forms for reporting these changes may be obtained at City Hall.

Property owners who fail to register their tenants shall pay a fine of not more than \$50 for the first offense, a fine of not more than \$100 for the second offense, and not more than \$200 for a third and all subsequent offenses. (*Ordinance 56-92*)

**For further information, contact Karen Hiltbrand, Income Tax Administrator, at (330) 854-9448.**