



City of Ontario

555 Stumbo Road Ontario, Ohio 44906

www.ontarioohio.org

Tel: 419.529.3818

Fax: 419.529.6132

To: City of Ontario Rental Property Owners

Re: Annual List of Tenants

Per Ontario Ordinance 24-23 Section 7, Exhibit F, which can be found on our website:

www.ontarioohio.org, click on Income Tax tab to find under Business to find Landlord information.

Please complete the rental form with all the required information and submit the list to the Tax Office, no later than **January 31st**. This list should include your tenant(s) residency information for the calendar year. For your convenience you may email or fax these documents.

The City Ordinance also requires you, as the owner of rental property located within the City limits, to file an Ontario Income Tax Return each year reporting your supplemental income/loss from rents per Federal Schedule E. A copy of this schedule must accompany the tax return. This filing obligation applies to all rental property owners whether you are a city resident or a non-resident. (If you are a tax-exempt entity and not required to file an income tax return, you are still responsible for providing all the information required on the enclosed form.)

Thank you for your cooperation in complying with the City of Ontario Income Tax Ordinance.

Respectfully,

Sallie Neal
Income Tax Clerk
419-529-3045
sneal@ontarioohio.org
fax: 419-529-6132

NOTE: To keep our records up-to date, please advise the Income Tax Department when you no longer own rental property within the City. This information as well as providing us with the name of the new owner(s), mailing address and the date of ownership transfer will be greatly appreciated.

Strong past, bright future