



City of Lorain
Treasurer/Income Tax Department
Terri Soto – Treasurer
605 W. 4th Street Lorain OH 44052
Ph: (440) 204-1002 Fax: (440) 204-1006

Landlord- Tenant Information

According to property tax records, it appears that you are the owner of rental property located in the City of Lorain. If you do own such property, the gain or loss as filed on your federal schedule E or 8825 must be included in your annual city income tax return. Returns must be filed for all years that the property has been in your name. Tax forms can be obtained at www.cityoflorain.org.

If the information we have on the listed property is not correct or is not considered rental property per the above criteria, please notify our office. If you are filing this information in a consolidated return, please indicate the name and Federal ID number of that entity below.

Name _____

Federal ID _____

Enclose a listing of your rental property located in the City of Lorain. Please check the following information on the enclosed list:

- Add your SSN to the occupancy form under your name
- Address of each rental property
- Current / New Occupants

Make additions/corrections as necessary and return the listing to our office within thirty (30) days. If there are no corrections, simply return the form with a statement to that effect.

If you have any questions, contact our office as soon as possible at (440) 204-1002.

LORAIN INCOME TAX DEPARTMENT

192.201 DUTIES OF OWNER RENTED OR LEASED PROPERTY

- (A) All property owners of rental or leased property who rent to tenants of residential, commercial or industrial premises, shall file with the Administrator a report showing the names and addresses of each such tenant who occupies residential, commercial or industrial premises within the corporation limits of the Municipality.
- (B) Within thirty days after a new tenant occupies residential, commercial or industrial rental property of any kind within the Municipality, all property owners of rental or leased residential, commercial or industrial property who rent to tenants, shall file with the Administrator a report showing the names and addresses of each such tenant who occupies residential, commercial or industrial premises within the corporation limits of the Municipality.
- (C) Within thirty days after a tenant vacates a rental or leased residential, commercial or industrial property located within the Municipality, the property owner of such vacated rental or leased property shall file with the Administrator a report showing the date of vacating from the rental or leased residential, commercial or industrial property and identifying such vacating tenant.
(Ord. 148-15. Passed 10-19-15.)

Landlord Name: _____ **FEIN/SSN (last 4):** _____ **File#** _____

Name of Renter(s) /SSN (last 4):	Address:	Date Moved In:	Date Moved Out:	Retired/SSI (YorN)
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_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Signature _____ **Date** _____