

March 4, 2015

Dear Landlord:

In updating our records, the Montgomery Tax Office found that the properties listed below are under your ownership.

In order for us to keep accurate records, please provide information whether you are currently living in the home, the property is vacant, for sale, or is to be rented. If more than one property is listed, please provide information on each property on the enclosed confidential questionnaire.

If the property has been rented or will be in the near future, please list the name, address and move-in/move-out date of each of your tenants on the questionnaire.

In accordance with Section 44.16 of the City of Montgomery Code of Ordinances, copy enclosed, you are required to provide a listing of current tenants for the following property(ies):

Montgomery, OH 45242

Per Section 44.16, Information Required To Be Given By Landlord:

- (C) Annually, with the filing of a return due under this chapter, every landlord who owns or controls rental property located within the city, shall file a report listing the current tenants who occupy the rental property, showing the name, address and telephone number, if available, of each tenant.**

Please complete the enclosed questionnaire and return within 15 days. A self-addressed envelope is included for your convenience.

If you have any questions or need assistance, you may call my direct number 513-792-8351 between the hours of 8:00 a.m. and 4:30 p.m.

Sincerely,

Cynthia Abner
Finance Specialist
City of Montgomery Tax Office

Enclosure(s)