



North Perry Village

North Perry Village Hall 4449 Lockwood Road Perry Ohio 44081

Mayor	Ed Klco	259-2713	Councilwoman	Maureen Callahan
Finance Director	Lynn Kary	259-4994	Councilman	Mike Cutler
Police Chief	Ron Radovanic	259-3020	Councilman	Larry Klco
Parks Director	Jo Bailey	259-2133	Councilman	Lauren Reichard
			Councilman	Ken Siegel
			Councilman	Russ Thompson

TENANT OCCUPANT REPORT

REPORTING ALL RESIDENTIAL AND NON-RESIDENTIAL TENANTS FOR ALL LEASED REAL PROPERTY BUILDINGS, APARTMENTS AND UNITS

NOTE: Update required for each change of tenant or addition of tenant building or unit.

Name of property owner (please print)

Date submitted: _____

Signature of property owner

Postal address of property owner

Telephone number of property owner

City, State and Zip Code of property owner

Street address of tenant property (no P.O. Box)

IDENTIFICATION OF TENANTS FOR EACH UNIT

Tenant / Occupant name

Postal address of tenant on property

Tenant / Occupant name

Postal address of tenant on property

Tenant / Occupant name

Postal address of tenant on property

Date received at North Perry Village: _____

by: _____

173.30 REPORTS OF NEW TENANT IN RENTAL PREMISES.

- (a) The owner, manager or other person in control of rental real property, who rents or leases real property to any person, firm or other entity for any purpose in the Village shall file a written report within thirty (30) days after any new tenant occupies any portion of the rental real property of any kind within the Village to the Administrator as defined in Section 173.03(44) of the Codified Ordinances of the identify of their existing tenants, and any new tenants, lessees or other occupants of the real estate, and the address and telephone number, if available, of such tenants or other occupants. The property owner, manager or other person in control of a vacated rental real property shall file, within thirty (30) days after any tenant vacates such premises, a report showing the date of vacation from the rental property and a forwarding address, if known.
- (b) Within a reasonable period of time, not to exceed sixty (60) days, after the effective date of this section the Administrator shall prepare a form for reporting information required by subsection (a) hereof, and, upon request, shall provide such form, without charge, to any owner, manager or other person required to file reports, as set forth in subsection (a) hereof. In addition, the Administrator shall endeavor to determine the owner, manager or other person in control of all rental real estate located within the Village and provide them with a certified copy of this section and the form to be utilized as contemplated by this section. Within thirty (30) days after the receipt of such form from the Administrator, each person who would otherwise be required to file a report as to any new tenants, shall also provide a report to the Administrator, on the form provided by the Administrator, of all existing tenants, lessees or other occupants of such rental real property and the address and phone number, if available, of such parties.
- (c) Any owner, manager or person in control of the rental real property who fails to provide the report of lessees, tenants or other occupants of premises under their control as required in subsection (a) or (b) hereof shall be fined in an amount not to exceed one hundred dollars (\$100.00) for each separate violation of this section.
(Ord. 15-12. Passed 12-3-15.)