



Mail To:
 City of Port Clinton, Department of Taxation
 1868 E. Perry Street, Port Clinton, OH 43452
 Fax To: 419-732-6558
 Email To: pcincometax@portclinton-oh.gov

LANDLORD/TENANT REPORTING

This report must be completed in full and be signed and dated, all tenants 18 and over are required to be reported. If a forwarding address is unknown, place an NA in the column. Reports are due within 30 days of any move-in/move-out and Semi Annually (January 1/July 1). The semi-annual report is a 12 month look back period.

This is a fill-in form. Save to computer, fill in, sign with adobe and attach to an email or mail/drop off to the Income Tax Department.

REPORTING PERIOD (Please check one) Move In Report Move Out Report
 Jan 1-June 30 Semi Annual Report July 1-December 31 Semi-Annual Report

PROPERTY OWNER	
SSN/EIN	
PROPERTY OWNER NAME:	
PROPERTY OWNER ADDRESS:	
PROPERTY OWNER PHONE:	
PROPERTY OWNER EMAIL:	

TENANT NAME	ADDRESS	PHONE NUMBER	MOVE IN DATE	MOVE OUT DAT	FORWARDING ADDRESS

SIGNATURE OF PROPERTY OWNER:
DATE: