

§ 880.06 COLLECTION AT SOURCE.

(h) Every owner of one or more rental units is hereby directed to furnish to the Tax Administrator a semi-annual roster of the names of all persons residing in such rental units. The semi-annual statement provided for herein shall be filed with the Tax Administrator on or before January 31 and July 31, unless an extension of time is granted by the Tax Administrator. Failure to comply with the reporting requirement by the specified dates will result in the assessment of a twenty-five dollar (\$25.00) per month or part month per unit penalty until the owner complies. This penalty shall be assessed for each instance of failure to comply with the reporting requirement.



LANDLORD'S TENANT INFORMATION REPORT

Address of Property Owner: _____

Name(s) of Property Owner: _____ **Phone #** _____

Property Owner Email: _____ **Date submitted:** _____

Tenant(s) Name <small>(Please list all over the age of 18)</small>	Rental Address <small>(Include Suite or Apt #)</small>	Move in date	Move out date	Tenant(s) Phone #

IF YOU NO LONGER OWN A RENTAL PROPERTY IN THE VILLAGE OF WEST ALEXANDRIA PLEASE EMAIL SHAYLIE HAWKINS AT CLERK@WESTALEXOH.COM or call the Village offices 937-839-4168