

RENTAL QUESTIONNAIRE
(includes all non-owner occupied property)

The New Carlisle City Income Tax Ordinance (15-54E) levies a 1.5% tax on income earned from rental property located within the City. It appears you may own such property.

Please complete this Questionnaire and submit it to the Income Tax Division within fifteen (15) days.

If the property is not a rental, will not be claimed on your Federal income tax return, and is occupied by a family member other than the owner, you will need to indicate on this form if no rent is charged and state what relationship the tenants are to you.

Location of Property: _____

Date Acquired: _____

Business/Owner's Name: _____

If Business, Contact Name: _____

Owner's Address: _____

Owner's FEIN or Social Security #: _____

Owner's Phone Number: _____ Cell: _____

Monthly Rent Amount(s): \$ _____

(All individuals, age eighteen and older, should be listed below)

<u>Names of Tenants</u>	<u>Date of Move In</u>
_____	_____
_____	_____
_____	_____
_____	_____

In addition, please notify the Income Tax Division by the end of the month following a change of tenant(s) by submitting a Roster of Tenants form. The form is available at newcarlisleohio.gov under Quick Links - Taxes.

Both forms can be personally delivered, faxed, or mailed to the New Carlisle Income Tax Division. If you have any questions, please contact this Department at 937-845-9492.