



ORDINANCE NO. 2010- 07

AN ORDINANCE REQUIRING LANDLORDS TO REPORT RESIDENTIAL TENANTS WITHIN THE CORPORATION LIMITS OF THE VILLAGE OF DUNKIRK, OHIO

- WHEREAS,** the Council of the Village of Dunkirk, Ohio has enacted an ordinance requiring all residents of the Village to file an income tax return and pay a tax on earned income; and
- WHEREAS,** the Village Tax Administrator has had difficulty in ascertaining the names and addresses of persons who live in the Village but do not own real estate or have Village services registered in their name; and
- WHEREAS,** the Council of the Village of Dunkirk, Ohio has an interest in ensuring that all persons who reside within the corporation limits of the Village of Dunkirk, Ohio and receive the benefits of the Village's public services are in compliance with the Village's ordinance regarding income taxes.

NOW BE IT ORDAINED BY THE COUNCIL OF THE VILLAGE OF DUNKIRK, OHIO:

- SECTION I.** That on or before June 1, 2010, each owner of real property located within the corporation limits of the Village of Dunkirk, Ohio, which is rented or available for rent, shall file, or cause to be filed, with the Village Tax Administrator, a report listing the name of each person residing in the real estate who are over the age of eighteen (18) years old, the address that said person is occupying and the date that the person began occupying said residence.
- SECTION II.** It shall be the continuing duty of the owner of said real estate to provide the Tax Administrator with the above specified information for each subsequent person occupying said residence within thirty (30) days of said person first occupying the owner's real estate.
- SECTION III.** It shall also be the duty of the owner of said real estate to provide the Tax Administrator with notice that the person has vacated the owner's real estate and provide the Tax Administrator with any information that the owner may

have regarding that person's new residence within thirty (30) days of the owner obtaining knowledge that the person vacated said premises.

SECTION IV. Any owner who fails to comply with the regulations contained in this ordinance shall pay a fine of not more than Fifty Dollars (\$50.00) per unit for a first offense; One Hundred Dollars (\$100.00) per unit for a second offense; and Two Hundred Dollars (\$200.00) per unit for a third or any subsequent offense.

Passed 5-0

ATTEST:


CLERK

VILLAGE OF DUNKIRK, OHIO


MAYOR

CERTIFICATION

I, Phyllis Spencer, Clerk of the Village of Dunkirk, Ohio, hereby certify that the foregoing is a true, accurate and correct copy of Ordinance No. 2010-07 passed by the Council of said Village and approved by the Mayor thereof on April 5, 2010, 2010.


CLERK

INCOME TAX DEPARTMENT

201 N MAIN ST DUNKIRK OH 45836 • 419-759-2808 • www.villageofdunkirk.community.officelive.com

6/10/2010

«AddressBlock»

Dear Sir or Madam:

To assist us in identifying resident taxpayers and to enable this office to collect Village of Dunkirk Income Tax, village council passed Ordinance No. 2010-07 requiring landlords to report tenants, residential or commercial, within the corporation limits of the Village of Dunkirk. Once the initial occupancy report is filed no further reporting is required unless a tenant change occurs or ownership of the property changes.

An occupancy change form should be submitted within 30 days in the case of a new tenant.

New ownership of property requires an initial occupancy listing reporting all tenants.

Your initial report is required to be received by the Income Tax Department no later than July 1, 2010. We are enclosing copies of these forms for your use. You may photocopy them as needed. They will also be available on-line at the Village website. We will accept generic forms as long as they contain the information requested on our forms.

You may contact our office at 419-759-2808 with any questions. We look forward to working with you.

Sincerely,

Phyllis J Spencer
Tax Administrator
Village of Dunkirk

VILLAGE OF DUNKIRK

OFFICE OF THE TAX ADMINISTRATOR

201 N MAIN ST, PO BOX 115
DUNKIRK, OH 45836

PHONE: 419-759-2808

FAX: 419-759-2808

www.villagofdunkirk.community.officelive.com

OCCUPANCY CHANGE FORM

NEW TENANT: _____

ADDRESS/UNIT: _____

MOVE IN DATE: _____

SIGNATURE OF OWNER: _____

DATE: _____

This form must be filed within 30 days of change of tenant. You may email, fax, or bring to the village tax office located at 201 N Main St.