



# City of Cheviot, Ohio

## City Hall

OFFICE OF  
THE TAX COMMISSIONER

3814 HARRISON AVENUE  
CHEVIOT, OHIO 45211-4726  
(513) 661-7854  
FAX (513) 661-0702

### **NOTIFICATION OF OCCUPANCY**

\_\_\_\_ NEW TENANT DATE IN \_\_\_\_\_

NAME OF TENANT \_\_\_\_\_

RENTAL ADDRESS \_\_\_\_\_ UNIT NO. \_\_\_\_\_

TENANT'S PHONE NO. \_\_\_\_\_

OTHER OCCUPANTS OF UNIT \_\_\_\_\_

### **NOTIFICATION OF DEPARTING TENANT**

\_\_\_\_ FORMER TENANT DATE IN \_\_\_\_\_

DATE OUT \_\_\_\_\_

NAME OF DEPARTING TENANT \_\_\_\_\_

RENTAL ADDRESS \_\_\_\_\_ UNIT NO. \_\_\_\_\_

FORWARDING ADDRESS \_\_\_\_\_

FORWARDING CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NEW PHONE NO. (IF AVAILABLE) \_\_\_\_\_

DID ALL OCCUPANTS OF THE UNIT MOVE? \_\_\_\_ YES \_\_\_\_ NO

PROPERTY OWNERS ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_ DATE \_\_\_\_\_

THIS REPORT MUST BE SUBMITTED WITHIN THIRTY DAYS OF NEW OCCUPANCY AND WITHIN THIRTY DAYS OF DEPARTURE OF TENANT BY ORDINANCE #1588. FAILURE TO COMPLY WITH THIS ORDINANCE IS SUBJECT TO PENALTY INDICATED IN SAID ORDINANCE. RETURN THIS FORM TO: CITY OF CHEVIOT, TAX OFFICE, 3814 HARRISON AVE., CHEVIOT, OH 45211