



Dear Customer,

As we have done in the past, we are notifying you that we will automatically begin sending duplicate bills to you for your rental properties starting in February. If you do **NOT** want duplicate bills; please sign the form below and return to the **City of Oberlin Finance Office, 69 S. Main Street, Oberlin, Ohio 44074.**

As a reminder, the following are sections from Chapter 909.02 of the City of Oberlin code:

- c) All charges for water usage, as provided in Chapter 911, all sewer charges, as provided in Chapter 915, all electric charges, as provided in Chapter 913, and all charges for sanitation services, are assessed against the property to which the service is rendered and are a lien against said property, collectible the same as other liens and taxes, in accordance with subsection (b). Transfer of ownership of property connected to the public water system and sanitary sewer system, shall not relieve the property owner of responsibility for charges assessed against the property.
- d) Any City utility account established and maintained in the name of the tenant, lessee or other persons or party for services provided to the premises shall not relieve the property or the owner of the property for liability for such charges.

The following is a section from Chapter 184.23 of the City of Oberlin code specific to income tax effective January 1, 2016. Landlords are now required to file a semiannual list of their Oberlin tenants as noted:

SECTION 184.23 RENTAL AND LEASED PROPERTY.

(A) All property owners of real property located in Oberlin, who rent or otherwise lease residential, agricultural, commercial or industrial premises, or any part thereof, during any calendar year or part thereof, commencing with the effective date of this section, shall file with the Tax Administrator on or before the end of each of the months of January 31 and July 31 following the end of each semi-annual calendar period, a written report disclosing the name, address and also telephone number, if available, of each tenant known to be occupying or have occupied, during each semi-annual calendar period, said premises. The first reporting date shall be July 31, 2016, reporting form enclosed.

If you have any questions, please call 440-775-7211 or 440-775-7214.

I understand under section 909 of the City of Oberlin Code that I am responsible for any unpaid utility bills of my tenants/lessee and agree **NOT** to have duplicate bills sent to me.

If needed, please attach additional listings of properties.

Signature

Print your name

Property Address (es)

