

Village of Ottawa

136 N. Oak Street, Ottawa, OH 45875 ph: (419) 523-5020 fax: (419) 523-4246

RENTAL/LEASE PROPERTY OCCUPANCY REPORT

For Timeframe: [ ] January 1st - June 30th 20\_\_\_\_ [ ] July 1st -December 31st 20\_\_\_\_

Property Owner(s): \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Contact Phone Number(s): \_\_\_\_\_

Rented/Leased Property Classification: [ ] Residential [ ] Commercial [ ] Industrial

Rented/Leased Property Address: \_\_\_\_\_

Current Renter/Leasee Name(s): \_\_\_\_\_

OCCUPANCY DATES: From: \_\_\_\_\_

[Please list all occupants age 16 or older] \_\_\_\_\_

Current Renter/Leasee Mailing Address: \_\_\_\_\_

1st Previous Renter/Leasee Name(s): \_\_\_\_\_

OCCUPANCY DATES: From: \_\_\_\_\_ To: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

2nd Previous Renter/Leasee Name(s): \_\_\_\_\_

OCCUPANCY DATES: From: \_\_\_\_\_ To: \_\_\_\_\_

Forwarding Address: \_\_\_\_\_

If more space is needed to report additional renters/leasees, please use the back of this form.

By signing below you are acknowledging the information contained in this report is true to the best of your knowledge.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date