



City of Cheviot, Ohio

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 MOVED IN _____
NAME OF TENANT _____
RENTAL ADDRESS _____ UNIT # _____
TENANTS PHONE: _____
ADDITIONAL OCCUPANTS: _____
ADDITIONAL OCCUPANTS PHONE: _____

NOTIFICATION OF DEPARTING TENANT

FORMER TENANT _____ DATE MOVED IN: _____
DATE MOVED OUT: _____
NAME OF DEPARTING TENANT: _____
RENTAL ADDRESS: _____ UNIT# _____
FORWARDING ADDRESS: _____
FORWARDING CITY _____ STATE: _____ ZIP: _____
DID ALL OCCUPANTS OF THE UNIT RELOCATE: YES _____ NO _____
PROPERTY OWNERS ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
SUBMITTED BY _____ DATE: _____

BY ORDER OF ORDINANCE #1588, THIS REPORT MUST BE SUBMITTED WITHIN 30 DAYS OF THE NEW
OCCUPANCY AND WITHIN 30 DAYS OF DEPARTURE OF TENANT. 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 OR EMAIL TO TAX@CHEVIOT.ORG