

# Village of North Kingsville

3541 East Center Street

P. O. Box 253

North Kingsville, OH 44068

(440) 224-0091 (440) 224-1924 FAX (440) 224-0331

July 8, 2009

North Kingsville Property Owners  
North Kingsville, OH 44068

Dear Property Owners:

The Village of North Kingsville is sending a letter to everyone who has property in the Village of North Kingsville showing more than one home being owned by an individual, property owned by a business or an owner of property with an address outside the Village of North Kingsville.

We need to verify if the property is a rental home, summer home, a vacant home, home up for sale, home being sold on land contract, family members or friends living in home rent free, uninhabitable, etc.. The reasons we are asking this are:

1. We need to keep accurate records for the Village as owner, proper street address and contact person
2. Our Police Department will have correct contact information if needed should something happen to your home.
3. Anyone with a home or property in the Village of North Kingsville gets services from our Street Department and protection from our Safety Forces – Police and Fire/Rescue. This cost money. Income Taxes help pay for this. With accurate records everyone pays their fair share.
4. To prepare for the 2010 Census

(over)

Enclosed is a copy of Ordinance O-08-066 which was passed on November 19, 2008. The Ordinance requires "Property Owners of Rental or Leased Property to provide the Village of North Kingsville with a Quarterly Report of the NAMES and CORRECT ADDRESSES of Tenants".

**PLEASE NOTE FAILURE TO FOLLOW THIS ORDINANCE  
WILL RESULT IN FINES BEING ASSESSED.**

The enclosed form will allow you to make copies for future verification. The form needs to be mailed, faxed (no guarantees of receipt) or e-mailed every three months. As long as the information is furnished you can make up your own form. Due to the accuracy needed, no phone calls will be accepted.

If you have a home that is neither a rental or lease this verification does not need to be done quarterly but it would be helpful for it to be done at least yearly to make sure the records keep up to date. PLEASE NOTE: If your home is being lived in by someone other than the owner of record your home is considered a rental.

As this Ordinance was passed in 2008, the Rental and Leased Property Verification needs to be done starting January 1, 2009. This means Verification will need to be done for January through March and April through June. All responses need to be filed on or before the end of each of the following months April, July, October and January. This time only both quarters need to be filed by July 31, 2009.

Any questions can be directed to the Income Tax Department: Hours are Monday through Friday from 8:30 AM to 4:30 PM.

Phone number -- (440) 224-1924  
Fax number -- (440) 224-0331  
Email -- [nkincometax@suite224.net](mailto:nkincometax@suite224.net)

We are thanking you for your cooperation on this matter.

Sincerely,

Finance Department

Enclosures

**“Property Owners of Rental or Leased Property” Verification Form**

Owner Name \_\_\_\_\_

Address \_\_\_\_\_ P O Box \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail address \_\_\_\_\_

**RENTAL OR LEASED PROPERTY**

Tenant Name \_\_\_\_\_

Address \_\_\_\_\_ P O Box \_\_\_\_\_

Date In \_\_\_\_\_ Date Out \_\_\_\_\_

Tenant Name \_\_\_\_\_

Address \_\_\_\_\_ P O Box \_\_\_\_\_

Date In \_\_\_\_\_ Date Out \_\_\_\_\_

Tenant Name \_\_\_\_\_

Address \_\_\_\_\_ P O Box \_\_\_\_\_

Date In \_\_\_\_\_ Date Out \_\_\_\_\_

**OTHER THAN RENTAL OR LEASED**

Check if: Vacant \_\_\_\_\_ Summer Home \_\_\_\_\_ For Sale \_\_\_\_\_

Other (reason) \_\_\_\_\_

**RENTAL OR LEASED PROPERTY CONTINUED**

Tenant Name \_\_\_\_\_

Address \_\_\_\_\_ P O Box \_\_\_\_\_

\_\_\_\_\_

Date In \_\_\_\_\_ Date Out \_\_\_\_\_

Tenant Name \_\_\_\_\_

Address \_\_\_\_\_ P O Box \_\_\_\_\_

\_\_\_\_\_

Date In \_\_\_\_\_ Date Out \_\_\_\_\_

Tenant Name \_\_\_\_\_

Address \_\_\_\_\_ P O Box \_\_\_\_\_

\_\_\_\_\_

Date In \_\_\_\_\_ Date Out \_\_\_\_\_

Tenant Name \_\_\_\_\_

Address \_\_\_\_\_ P O Box \_\_\_\_\_

\_\_\_\_\_

Date In \_\_\_\_\_ Date Out \_\_\_\_\_

Tenant Name \_\_\_\_\_

Address \_\_\_\_\_ P O Box \_\_\_\_\_

\_\_\_\_\_

Date In \_\_\_\_\_ Date Out \_\_\_\_\_

For more name and addresses please use blank paper