



LANDLORD OCCUPANCY REPORT
MOVE IN ~ MOVE OUT

Phone: 419-445-9501
Fax: 419-445-0908

Landlord/Business Entity:	Address:
Contact:	Phone:
Email:	Fax:

*Reporting Year:
Jan – Dec. _____

[illegible]

Report due Dec. 31st annually for that calendar year. Submit as many pages as necessary for all tenants to be reported. Fax reports to above # or email to **ngors@archbold.com** AFTER JANUARY 1, LATE FEE ASSESSED OF \$50 PER CITY ORDINANCE