



Mail To:
 City of Port Clinton, Department of Taxation
 1868 E. Perry Street, Port Clinton, OH 43452
 Fax To: 419-732-6558
 Email To: pcincometax@portclinton-oh.gov

LANDLORD/TENANT REPORTING

This report must be completed in it’s entirely; and be signed and dated. Due date for Semi-Annual Report is January 1 and July 1 and within 30 days of move-in/move out date.

*This is a fillable form.

REPORTING PERIOD (Please check one) Move In Report Move Out Report

Jan 1-June 30 Semi Annual Report July 1-December 31 Semi-Annual Report

PROPERTY OWNER	
SSN/EIN	
PROPERTY OWNER NAME:	
PROPERTY OWNER ADDRESS:	
PROPERTY OWNER PHONE:	
PROPERTY OWNER EMAIL:	

TENANT(S) INFORMATION						
TENANT NAME	SOCIAL SECURITY	ADDRESS	PHONE NUMBER	MOVE IN DATE	MOVE OUT DAT	FORWARDING ADDRESS

SIGNATURE OF PROPERTY OWNER:
DATE: