

Dear City of Mason Landlord:

Thank you for being a business partner with the City of Mason.

Section 182.21 of the Mason Ordinance requires quarterly reports of the identity of tenants, lessees or other persons having any interest in such real estate, from the owner or manager of such property.

Reporting forms and a copy of the Ordinance can be found on the tax forms page of our website (www.imaginemason.org). A similar form that provides the required information may be submitted in lieu of the forms online. We encourage you to use our secure e-mail to submit the forms. Failure to provide the required information could result in a minor misdemeanor.

If you no longer own rental property within the City of Mason, please notify our office in writing so we can update our files. Please indicate the date sold and the name and address of the new owner. Also, if you sell your rental property any time during the year please contact us in writing and provide the same information.

If you have any questions or concerns, please contact our office at 513-229-8535.

Sincerely,

City of Mason Tax Office

182.21 REPORT OF PROPERTY RENTALS AND LEASES REQUIRED

(A) The owner or manager or any person in control who rents or leases to other persons real estate for any purpose in the City must make a report at the end of the first month of every quarter to the Tax Office as to the identity of their tenants, lessees or other persons having any interest in such real estate and to the best of their knowledge the address of same.

(B) Any condominium or landominium association is required to report at the end of the first month of every quarter to the Tax Office as to the identity of owners, tenants, lessees or other persons having any interest in such real estate and the address of same to the extent that it has knowledge thereof or has the reasonable means of so determining. The President of the condominium or landominium association is responsible to provide this information or, in his absence or failure to so provide, any other association officer is responsible for providing the above stated report.

182.212 PENALTY FOR NOT REPORTING

Any owner, manager or person in control of real estate who fails to report the name and address of each tenant, lessee or occupant as required in section 183.21 is guilty of a minor misdemeanor.