



6701 GREENWICH ROAD
P. O. BOX 750
WESTFIELD CENTER, OH 44251
330-887-5151

TENANT OCCUPANCY REPORT

ADDRESS OF PROPERTY: _____

PARCEL NUMBER: _____ **ZONING DISTRICT:** _____

VILLAGE OF WESTFIELD CENTER ZONING ORDINANCE SECTION 1260.03:

(a) (1) All property owners of rental or leased property who rent to tenants of residential premises, shall file a report with the Village of Westfield Center showing the names and addresses of each such tenant, 18 years or older, who occupies residential premises within the corporation limits of the Village of Westfield Center.

(2) Within 30 days after a new tenant occupies residential rental property of any kind within the Village of Westfield Center, all property owners of rental or leased residential property who rent to tenants, shall file a report with the Village of Westfield Center showing the names and addresses of each such tenant, 18 years and older, who occupies residential premises within the corporation limits of the Village of Westfield Center.

(3) Within 30 days after a tenant(s) vacates a rental or leased residential property located within the Village of Westfield Center, the property owner of such vacated rental or leased property shall file a report with the Village of Westfield Center showing the date of vacating from the rental or leased residential property and identifying each vacating tenant.

Failure to comply to report tenant occupancy will result in a violation of the Village of Westfield Center Zoning Ordinance and will be subject to violation procedures and penalties set forth in Chapter 1260 of the Village of Westfield Center Zoning Ordinance.

PROPERTY OWNER INFORMATION:

NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

PROPERTY OWNER(S) SIGNATURE: _____

DATE: _____

TENANT INFORMATION:

NAME: _____

MAILING ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

NAMES OF OTHER MEMBERS LIVING IN THE HOUSEHOLD (18 YEARS & OLDER):

DATE TENANT(S) MOVED INTO PREMISES: _____

DATE TENANT(S) VACATED PREMISES: _____

PROPERTY MANAGEMENT COMPANY (IF APPLICABLE):

NAME OF COMPANY: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

AGENT/CONTACT NAME: _____