



The Village of Lexington, Ohio

A Growing Community For Families

44 West Main Street ▪ Lexington, OH 44904

Phone: 419-884-0765 ▪ Fax: 419-884-1640

LexingtonOhio.us

**TO: LEXINGTON RENTAL PROPERTY OWNERS
RE: ANNUAL LIST OF RENTERS**

Per Lexington Village Regulations, please complete the rental form with all required information, submitting the list to the Tax Office, no later than January 31st. This list should include your tenant(s) residency information for the calendar year.

Village Regulations also require you, as owner of rental property located within the Village limits, to file a Lexington Income Tax Return each year reporting your supplemental income/loss from rents per Federal Schedule E. A copy of this schedule must accompany the tax return. This filing obligation applies to all rental property owners whether you are a Village resident or a non-resident. (If you are a tax-exempt entity and not required to file an income tax return, you are still responsible to provide all the information required on the enclosed form.)

Thank you for your cooperation in complying with the Lexington Village Income Tax Ordinance.

Respectfully,

Village of Lexington
Division of Taxation

You will help the Tax Department keep our records up-to-date by advising us when you no longer own rental property within the Village. This information, as well as providing us with the name of the new owner(s), mailing address and the date of ownership transfer, will be greatly appreciated.

Rachel Fagan
Income Tax Department
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