



Village of Coldwater
610 West Sycamore Street
Coldwater, OH 45828
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Landlord Reporting

Tenant Update

Complete this form within thirty (30) days after a tenant leases or vacates a rental property. This information is required when a landlord, owner, or third party pays the water/sewer bill on any rental property.

Owner Information

Owner Name: _____

New Tenant Information

Property Address: _____

Tenant Name: _____

Telephone Number: _____

Date In: ____/____/____

Tenant Name: _____

Telephone Number: _____

Date In: ____/____/____

Tenant Name: _____

Telephone Number: _____

Date In: ____/____/____

Prior Tenant Information

Property Address: _____

Tenant Name: _____

Telephone Number: _____

Date Out: ____/____/____

Forwarding Address: _____

Tenant Name: _____

Telephone Number: _____

Date Out: ____/____/____

Forwarding Address: _____

Tenant Name: _____

Telephone Number: _____

Date Out: ____/____/____

Forwarding Address: _____