



Village of Archbold  
Income Tax Dept.  
300 N. Defiance St.  
P.O. Box 406  
Archbold, OH 43502

A pdf fill-in of this report is available at [https://www.archbold.com/government/income\\_tax.php](https://www.archbold.com/government/income_tax.php). As postal rates are increasing, we are requesting an email address for all landlords for report notifications. Thank you.

Phone: 419-445-9501  
Fax: 419-445-0908

## LANDLORD OCCUPANCY REPORT MOVE IN ~ MOVE OUT

Landlord/Business Entity:	Address:
Contact:	Phone:
Email:	Fax:

\*Reporting Year:  
Jan – Dec. 2022

Tenant Name (list all over 18 yrs old)	Rental Address	Apt #	Dwelling type (house, apt, duplex, condo, commercial )	Move -In Date	Move- Out Date	Forwarding Address

\*Report due Dec. 31<sup>st</sup> annually for that calendar year. Submit as many pages as necessary for all tenants to be reported. Fax reports to above # or email to [pmiller@archbold.com](mailto:pmiller@archbold.com)