

NAME
ADDRESS
CITY, STATE, ZIP

DATE

Re: Village Income Tax- Landlord Reporting Requirements

Dear OWNER/LANDLORD:

You are receiving this letter because you own property that is either leased or rented to tenants within the Village of Weston. Due to difficulties locating taxpayers that live in town but do not own their property, Regional Income Tax Agency (RITA) requires all landlords to report tenant information.

- When tenants move in or move out, the Village of Weston is to be notified of this information before the end of the month (landlords are to submit Form T-1, of which a copy is included).
- At the end of each year, the Village is to receive an annual report of all landlord-owned units no later than January 31st, showing those currently occupying said units, which units are unoccupied, and those who moved in/out during the year (this should be reported on Form T-2, copy included).

Please be assured that this information is strictly for income tax purposes and will not be shared with anyone besides our tax collection agency (RITA). If this letter reached you in error please contact us to be removed from the landlord reporting list. If you have any questions, do not hesitate to contact us. Your compliance is much appreciated!

Sincerely,

Stephanie Monts
Weston Fiscal Officer/Clerk