



[www.blueash.com](http://www.blueash.com)

## Income Tax Division

4343 Cooper Road  
Blue Ash, Ohio 45242-5699



(513) 745-8516  
Fax (513) 745-8651  
TTY (513) 745-6251  
[blueashtax@blueash.com](mailto:blueashtax@blueash.com)

RE: BLUE ASH PROPERTY

Dear Blue Ash Landlord or Property Manager:

It is our understanding that you are an owner of rental property located in the City of Blue Ash. This letter is to inform you that the City of Blue Ash has a one and a quarter percent (1.25%) earnings tax levied on the net profits from a business or profession. This applies to any individual, partnership, company, firm, corporation or other business entity owning and renting property within the City of Blue Ash.

Accordingly, please fill out and return the enclosed questionnaire promptly. Upon receipt, we will assign a tax account number to your business and register the correct ownership of the appropriate property.

Filing of a Blue Ash Tax Return is mandatory, which means that an annual return must be filed (with appropriate Federal Schedules) whether or not any tax is due. In addition, as owner of Blue Ash property, you are subject to other responsibilities outlined in Section 171.14 of the Blue Ash Tax Ordinance which states:

Section 171.14 Information by Landlords:

- (a) Within thirty (30) days after a new tenant occupies rental property of any kind within the Municipality, all property owners of rental property who rent to tenants of apartments, rooms and other rental accommodations shall file with the Tax Commissioner a report showing the names, addresses and telephone numbers, if available, of each such tenant who occupies an apartment, room or other rental property within the Municipality.
- (b) Within thirty (30) days after a tenant vacates an apartment, room or other rental property located within the Municipality, the property owner of such vacated rental property shall file with the Tax Commissioner a report showing the date of vacation from the rental property and a forwarding address.

Thank you for your cooperation. If you have any question, we can be reached at (513) 745-8516, Monday through Friday from 8:00 AM to 5:00 PM.

Sincerely,  
BLUE ASH INCOME TAX DIVISION

**CITY OF BLUE ASH LANDLORD QUESTIONNAIRE**

INDIVIDUAL/  
BUSINESS NAME \_\_\_\_\_

FID# \_\_\_\_\_

ADDRESS \_\_\_\_\_

SS# \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

NAME & TITLE OF CONTACT PERSON \_\_\_\_\_  
(If business)

PHONE H. \_\_\_\_\_ W. \_\_\_\_\_

TYPE OF BUSINESS: Sole Proprietor \_\_\_\_\_ Partnership \_\_\_\_\_ Corp. \_\_\_\_\_ Non-Profit \_\_\_\_\_ Other \_\_\_\_\_

ACCOUNTING PERIOD: Calendar Year \_\_\_\_\_ OR Fiscal Year Ending \_\_\_\_\_

PARTNERS' NAMES & ADDRESSES (If applicable): \_\_\_\_\_  
\_\_\_\_\_

ADDRESS(ES) OF BLUE ASH RENTAL PROPERTY (Use additional sheet if necessary)	DATE RENTAL ACTIVITY BEGAN	DO YOUR GROSS ANNUAL RENTS EXCEED \$3,000

WILL ANOTHER INDIVIDUAL/BUSINESS BE **MANAGING** YOUR PROPERTY? YES \_\_\_\_\_ NO \_\_\_\_\_ If Yes, complete this section

INDIVIDUAL/BUSINESS NAME \_\_\_\_\_

FID# \_\_\_\_\_

ADDRESS \_\_\_\_\_

SS# \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

NAME & TITLE OF CONTACT PERSON \_\_\_\_\_

PHONE \_\_\_\_\_

**\*\*\*\*\*PLEASE COMPLETE REQUIRED TENANT INFORMATION ON REVERSE SIDE\*\*\*\*\***

I CERTIFY THE ENCLOSED INFORMATION TO BE TRUE AND CORRECT.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

