



City of Charles Town

101 East Washington Street, P.O. Box 14, Charles Town, WV 25414
Phone: (304) 725-2311 ♦ Fax: (304) 725-1014 ♦ Web: www.charlestownwv.us

MAYOR

Peggy A. Smith

Persons with Rental Property in the City of Charles Town:

CITY
COUNCIL

*Rich
Bringewatt*

*Wayne
Clark*

*Chet
Hines*

*Mark
Reinbart*

*Sandra
Slusber
McDonald*

*Ann
Paonessa*

*Michael
Slover*

*Jonathan
Wertman*

Please be advised that persons whom receive rental income on properties located in the City of Charles Town are subject to Business & Occupation (B&O) tax on the rents that they receive per City of Charles Town Ordinance 745.

B&O tax forms are mailed twice a year. The first is mailed in June for the tax period of January – June and the second in December for the tax period of July – December. Business & Occupation tax is billed at 30 cents per \$100 of gross rental income.

If you have any questions concerning the ordinance or B&O tax, please call City Hall at 304-725-2311.

BLANKET LANDLORD LETTER

Charles Town Utility Board
661 S George Street
Charles Town, WV 25414

As owner of the property listed below, I am authorizing the Charles Town Utility Board to complete and bill me for all occupant changes. I understand that when a unit is vacant, I will receive the bill and the water will not be disconnected.

Unit(s) #

Address

Unit(s) #

Address

Unit(s) #

Address

If you have any questions or concerns, please contact:

Owners Name

Owners Address

Sincerely,

Signature

Date