



TENANT AUTHORIZATION FORM FOR OCCUPANCY

THIS FORM IS TO BE COMPLETED BY THE PROPERTY OWNER OR DESIGNATED AGENT ONLY

Occupancy permit fee \$50.00

(Fee will be doubled to \$100.00 if occupant moves in prior to obtaining an Occupancy Permit)

No occupancy permit will be issued without this form filled out, and signed by the owner or designated agent, and the occupant(s) must provide the following documents (where applicable): Picture ID of Head of Household or Driver's License Number(s) of all occupants. Provide a copy of the lease.

Head of Household will be required to sign, and we will notarize the document relating to the definition of a family and how it applies to their household.

The owner and the designated agent allowing occupancy without a permit are also in violation. **ALL VIOLATORS WILL BE PROSECUTED.**

New Tenant: _____ Duplex _____ Change in existing Occupancy: Add _____ Remove _____

The following person(s) are authorized for occupancy at _____ Apt #: _____

Tenant Phone No. _____ Email Address: _____

LIST HEAD OF HOUSEHOLD THEN ALL OTHER OCCUPANTS

BIRTHDATE

RELATIONSHIP TO HOH

| | | |
|----------|-------|-------|
| 1. _____ | _____ | HOH |
| 2. _____ | _____ | _____ |
| 3. _____ | _____ | _____ |
| 4. _____ | _____ | _____ |
| 5. _____ | _____ | _____ |
| 6. _____ | _____ | _____ |
| 7. _____ | _____ | _____ |
| 8. _____ | _____ | _____ |

Signature of Owner or Designated Agent

Date

Address of Owner: _____ City: _____ State: _____ Zip: _____

Owner's Phone Number: (____) _____