

CITY OF JENNINGS
2120 HORD AVENUE
JENNINGS, MO 63136
(314) 388-1164 = Office or (314) 867-6458 = Fax

TENANT AUTHORIZATION FORM FOR OCCUPANCY

PLEASE READ COMPLETELY
THIS FORM IS TO BE COMPLETED BY PROPERTY OWNER OR
DESIGNATED AGENT ONLY
NO OCCUPANCY PERMIT WILL BE ISSUED WITHOUT THIS FORM,
FILLED OUT COMPLETELY AND SIGNED BY OWNER OR DESIGNATED
AGENT AND PRESENTED WITH THE FOLLOWING DOCUMENTS

Occupancy permit fee: \$20.00
(Fee will be doubled to \$40.00 if occupant moves in prior to obtaining an
Occupancy Permit)

OCCUPANT TO PROVIDE THE FOLLOWING: Picture ID for Head of Household, SSN's and Birthdate's of all occupants.

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.

Occupancy without a permit is a VIOLATION of the PROPERTY MAINTENANCE CODE, ORDINANCE No. 1647. Owner and the Designated Agent allowing occupancy without a permit are also in violation. ALL VIOLATORS WILL BE PROSECUTED.

THE FOLLOWING INFORMATION IS TO BE COMPLETED BY **THE PROPERTY OWNER OR DESIGNATED AGENT ONLY.**

Check if this is a change in existing occupancy _____.

The following person(s) are authorized for occupancy at _____.

LIST HEAD OF HOUSEDHOLD, THEN ALL OTHER AUTHORIZED PERSONS.	BIRTHDATE	RELATIONSHIP
1. _____	_____	<u>HOH</u>
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

(Use back of sheet if necessary for additional occupants)

Signature of Owner or Designated Agent

Date