

CITY OF JENNINGS
2120 HORD AVENUE—ROOM 106
JENNINGS, MO 63136
OFFICE = (314) 388-1164 FAX = (314) 867-6458

TENANT AUTHORIZATION FORM FOR OCCUPANCY

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

Tenant or head of household must bring this form to Jennings City Hall, Room 106, when applying for Occupancy Permit.

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 completely filled out, signed by owner or designated agent, and the occupant(s) must provide the following documents (where applicable):

Picture ID of Head of Household, Certified Copy of Marriage License, Social Security Number(s) or Driver's License Number(s) of all occupants, Divorce Decree, Guardianship papers (we will only accept documents from Division of Family Services, Family Courts, etc.).

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.

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

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

LIST HEAD OF HOUSEHOLD THEN ALL OTHER OCCUPANTS	BIRTHDATE	RELATIONSHIP TO HOH
1. _____	_____	HOH
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

(Use back of sheet if necessary for additional occupants)

Signature of Owner or Designated Agent

Date

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

Owner's Phone Number: (_____) _____