



CITY OF JENNINGS
 2120 HORD AVENUE - ROOM 105
 JENNINGS, MO 63136
 OFFICE: 314-388-1165 FAX: 314-867-6458

Occupancy permit fee
\$50.00

TENANT AUTHORIZATION FORM FOR OCCUPANCY

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

Head of household must bring this form to Jennings City Hall, Room 106, when applying for an Occupancy Permit.

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

No occupancy permit will be issued without this form filled out, signed by owner or designated agent, and the occupant(s) must provide the following documents (where applicable):

Picture ID, Driver's License Certified, Copy of Marriage License, Divorce Decree of Head of Household; Social Security Card, Birth Certificate, Guardianship papers (we only accept documents from Division of Family Services, Family Court, etc.).

Head of Household will be required to sign, and we will notarize the document related 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. The owner and the designated agent allowing occupancy without a permit are also in violation. ALL VIOLATORS WILL BE PROSECUTED.

New Tenant: _____ Change in existing occupancy: _____ Add: _____ Remove: _____

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

Head of Household Phone Number: _____

Email: _____

| List head of household then all other occupants | Birthdate | Relationship to head of household |
|---|-----------|-----------------------------------|
| 1. _____ | _____ | _____ |
| 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 _____