



UTILITY LIEN EXEMPTION FORM

Complete this section when a tenant moves into a rental property

Is the property changing ownership? Yes No

Address of Rental Property: _____

Name of Landlord: _____

Mailing Address of Landlord: _____

Landlord/Agent's Phone Number _____

Name of Tenant/Accountholder: _____

Start Date of Occupancy: _____ (mm/dd/yyyy)

I, _____, certify that I am authorized to sign this form as an owner or agent of the rental property listed above and that the information listed above in regards to a tenant's start of occupancy is correct. I have received a copy of the City's procedure for lien exemption and have read and understand the procedure.

Signature of Landlord/Designee

Date

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Complete this section when a tenant vacates a property

Address of Rental Property: _____

Date of Vacancy: _____ (mm/dd/yyyy)

Forwarding Address of Tenant (if known) _____

I, _____, certify that I am authorized to sign this form as an owner or agent of the rental property listed above and that the tenant listed above has vacated the address above as of the date of vacancy provided.

Signature of Landlord/Designee

Date

FOR OFFICE USE ONLY

Date Form Received for Occupancy: _____

Is the property a registered rental? _____

Does the name of the tenant match the accountholder? _____

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Date Notified of Vacancy: _____

Amount of Debt at Vacancy: \$ _____