

TENANT INFORMATION INSTRUCTIONS

Please complete the information called for below before returning the application of Certificate of Occupancy. This information is also used for tax purposes and is **MANDATORY**. The application will not be processed unless accompanied by this information. **Information must be supplied even if the tenants have not changed from previous registration.** When identifying heads of household and all other occupants, note both first and last names of each person. If the head of household is the legal guardian for any child listed, please indicate that relationship.

Address _____

Head of Household _____

Telephone No. _____

Cell Number _____

No of Persons Living in Unit _____

Other Occupants (state name, age & relationship of minor children)

1. _____

2. _____

3. _____

List any occupants over the age of 18

1. _____
2. _____
3. _____