



UTILITY LIEN EXEMPTION FORM

Complete this section when a tenant/account holder moves into a rental property

Is this rental registered with the Building & Neighborhood Department? ☐ Yes ☐ No

Address of Rental Property: _____

Name of Landlord: _____

Mailing Address of Landlord: _____

Landlord/Agent's Phone Number _____

Name of Tenant/Account holder: _____
(List everyone living there)

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/account holder'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/account holder vacates a property within 30 business days

Date of Vacancy for the above listed tenant/acct. holder: _____ (mm/dd/yyyy)

Forwarding Address of Tenant/Acct. Holder (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/account holder 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? _____