



# 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  
.....

*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? \_\_\_\_\_