

8374 Midland Blvd.
Vinita Park, MO 63114



P: (314) 428-7373
F: (314) 428-7379

LANDLORD AUTHORIZATION FORM

Dear Landlord/Property Owner/or Designated Agent:

The attached or following Landlord Authorization Form must be completed in full by the property owner/or designated agent.

The information on the Landlord Authorization Form must be the same in the lease, which gives the people that are **pre-authorized** to move in and occupy said residence, **NO OCCUPANCY PERMIT WILL BE ISSUED WITHOUT THIS FORM**. The owner or authorized agent must sign and file this form at City Hall **prior** to the tenant(s) obtaining an occupancy certificate. **(SECTION 510.120 OCCUPANCY PERMIT REQUIRED)**

You may either email this completed form to us at: cityhall@vinitapark.org mail in USPS, or bring it in to us at the above address, the Authorization Form will not be accepted by Tenant and must be received prior to their Application.

The Occupants must provide the following when coming to City Hall to complete the application: A valid ID is required for all adults 18 years and over (**state issued identification is required**); **non-citizens** shall provide passport or foreign identification card for all residents living at the property. All occupants must provide a valid birth certificate for occupants 17 and under.

Respectfully,

City of Vinita Park

LANDLORD AUTHORIZATION FORM

City of Vinita Park – 8374 Midland Blvd. – Vinita Park, MO 63114

(314) 428-7373 - E-mail: cityhall@vinitapark.org

SECTION 510.120 OCCUPANCY PERMIT REQUIRED

Occupancy Rental Permit \$40.00 (money order, debit/credit card or cash)

No personal checks

Please read in its entirety. This form is to be completed by the property owner/or designated agent. The information on this form must be the same in the lease. **No occupancy permit will be issued without this form.** The owner or authorized agent must sign and file this form at City Hall prior to the tenant(s) obtaining an occupancy certificate.

Occupants must provide the following: A valid ID is required for all adults 18 and over (**state issued identification is required**); **non-citizens** shall provide passport or foreign identification card for all residents living at the property. All occupants must provide a valid birth certificate for occupants 17 and under.

The following people are authorized to move in and occupy (address) _____

Apt. No.: _____ Apartment Complex Name: _____

Landlord/Representative Number: () _____ (check one) Cell ___ Office ___

Landlord/Representative shall list the name of the Head of Household and all other authorized persons, with date of birth, and relationship to the head of household as reflected on the lease (print legibly):

NAME	*RELATIONSHIP	DATE OF BIRTH	SEX
	Head of Household		

***Relationship** is defined as head of household, husband, wife, partner, child, brother, sister, cousin, friend, sibling, caregiver, parents, guardians, grandparents, etc.

Section 510.040 (B). Sleeping Rooms. In every dwelling unit, every bedroom occupied by one (1) occupant shall have a minimum gross floor area of at least fifty (50) square feet. Every bedroom occupied by more than one (1) occupant shall contain at least thirty (30) additional square feet of floor area for each occupant thereof. In addition, no sleeping room may have a door that leads through the exterior of the building unless there are two (2) other doors from the same dwelling unit that lead to the outside that do not go through a sleeping room. Neither of these two (2) other doors can be a basement door. Further, any room to be used as a sleeping room must open on to a common hallway or area and may not be used as a sleeping room if the only access to it is through another room.

Section 510.040 (B). Lower Level Rooms. Lower-level rooms that do not comply with Section 510.050 of this Chapter shall not be considered in computing the minimum habitable floor area required.

Section 510.120 (C) Contents Of Occupancy Permit. The occupancy permit shall state the names, dates of birth, relationships and number of occupants of the dwelling unit. It shall be unlawful for any person to knowingly make any false statements in his/her application for an occupancy permit as to the names, dates of birth, relationships or number of occupants of the dwelling unit. No more than one (1) "family", as defined in this Chapter, shall occupy each dwelling unit. **All persons who occupy the premises of a dwelling unit must be listed on the occupancy permit or be subject to the penalties provided in this Chapter.**

Falsifying this application can result in occupancy denial and/or revocation, including municipal court action.

PRINTED NAME OF AUTHORIZED AGENT

SIGNATURE OF AUTHORIZED AGENT

DATE

TITLE OF AUTHORIZED AGENT

E-MAIL OF THE AUTHORIZED AGENT (print legibly)

DO NOT WRITE BELOW THIS LINE – CITY STAFF ONLY

DATE RECEIVED: _____

STAFF SIGNATURE: _____

New occupancy permit

Amended Occupancy

Amended - School Occupancy Permit