OCCUPANCY LIMITS DISCLOSURE STATEMENT FOR PROPERTY LEASE

The City of Fort Collins Code requires that any person selling or leasing a home, apartment or other dwelling unit must inform the buyer or renter about the maximum number of people who, by law, are allowed to occupy that home. All parties must sign where indicated below.

The maximum permissible occupancy of this dwelling unit is:

1. One (1) family (related by blood, marriage, adoption) and not more than one (1) additional person; or
2. Two (2) adults and their dependents, if any, and not more than one (1) additional person.
3. Up to four (4) unrelated persons in a dwelling unit located in an apartment complex containing units which were approved by the City to house four unrelated persons.

Actual signatures are required on this form. *It is required that this form be verified by electronic means OR notarized, attached to your lease, and a copy kept at the leased property or on-site management office. The shaded areas are for notary use. If the form is not notarized, the shaded areas should be left blank.

Property Address: ______________________________________________________________________________

Tenant 1 Name: __________________________ Signature: ________________________________ Date: _____________

Subscribed to and affirmed before me on ______________ (date) by __________________________________
Notary Public: ____________________________ State of: ____________________________ My commission expires: __________

Tenant 2 Name: __________________________ Signature: ________________________________ Date: _____________

Subscribed to and affirmed before me on ______________ (date) by __________________________________
Notary Public: ____________________________ State of: ____________________________ My commission expires: __________

Tenant 3 Name: __________________________ Signature: ________________________________ Date: _____________

Subscribed to and affirmed before me on ______________ (date) by __________________________________
Notary Public: ____________________________ State of: ____________________________ My commission expires: __________

Property Owner Name: ___________________________ Phone: ________________________________
Address: _____________________________________________________________________________________

Property Manager Name: ___________________________ Phone: ________________________________
Address: _____________________________________________________________________________________

Owner/Manager Name: ___________________________ Signature: ________________________________ Date: _____________ Phone: _____________

Subscribed to and affirmed before me on ______________ (date) by __________________________________
Notary Public: ____________________________ State of: ____________________________ My commission expires: __________

If requested by the City, you are required to provide this fully executed disclosure statement to the City pursuant to City Code Section 5-265(b). Failure to properly execute and retain this statement is a civil infraction punishable by a fine of not more than $1000, in addition to any costs, fees or surcharges assessed by a court or referee. Fines may be assessed to the owner, manager, and/or tenant(s).