



**OCCUPANCY PERMIT APPLICATION**

**PICTURE ID REQUIRED**

**\$50**

**Renting/Leasing**       **Purchasing**      Date moving in: \_\_\_\_\_

Address of Property or Rental Unit: \_\_\_\_\_ Current Phone No.: \_\_\_\_\_

Head of Household: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email address \_\_\_\_\_ Drivers License No.: \_\_\_\_\_

Present Address: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Employers Phone No. \_\_\_\_\_

Employers Address: \_\_\_\_\_

Spouse's    Fiance    Girlfriend    Boyfriend    Roommate  
Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email address \_\_\_\_\_ Drivers License No.: \_\_\_\_\_

Place of Employment: \_\_\_\_\_ Employers Phone No. \_\_\_\_\_

Employers Address: \_\_\_\_\_

**NOTE:** Birth Certificates or Adoption papers are required for all relations under 18. ***"IT IS ILLEGAL FOR 3 UNRELATED PEOPLE TO OCCUPY THE SAME DWELLING UNIT."*** (Ordinance 34: Section 1.24) **To add / remove a spouse you will need to provide a Marriage License, Divorce Decree or Death Certificate.**

Please Print

Children's Names	Relationship	Date of Birth	School or District.

***Others who will occupy household (Grandchildren, Parents, Grandparents, Aunts, Uncles, Cousins, etc.)***


Name of Mortgage Co. or Landlord if renting: \_\_\_\_\_  
Address of Mortgage Co. or Landlord: \_\_\_\_\_ Phone No. \_\_\_\_\_

**I HERBY MAKE APPLICATION FOR AN OCCUPANCY PERMIT AND CERTIFY THAT THE ANSWERS CONTAINED HEREIN ARE TRUE AND ACCURATE. I FURTHER UNDERSTAND THAT THIS IS AN APPLICATION ONLY AND THAT IT IS UNLAWFUL FOR ME TO OCCUPY THE DWELLING UNIT UNTIL AN OCCUPANCY PERMIT HAS BEEN ISSUED BY THE VILLAGE OF GLEN ECHO PARK , MISSOURI.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_