



Neighborhood Services
 281 N College Av
 PO Box 580
 Fort Collins, CO 80522-0580
 970-224-6046

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: _____
 County of: _____ My commission expires: _____

Tenant 2 Name: _____ Signature: _____ Date: _____

Subscribed to and affirmed before me on _____ (date) by _____
 Notary Public: _____ State of: _____
 County of: _____ My commission expires: _____

Tenant 3 Name: _____ Signature: _____ Date: _____

Subscribed to and affirmed before me on _____ (date) by _____
 Notary Public: _____ State of: _____
 County 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: _____
 County 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).