



Affidavit of Occupancy

All dwelling units that are not occupied by the owner and are leased, or intended to be leased, to the occupants must be registered with the City as rental properties. The following affidavit may be used to attest to the owner's occupancy of a dwelling unit.

I/We, as the owner(s) of the property located at:

do hereby certify that I/we occupy the above listed property as my/our permanent residence, in accordance with the following:

(Please choose one option)

- The structure is a single-unit dwelling occupied by my/our own household.
- The structure is a multi-unit dwelling, but is occupied entirely by my/our own household.
- The structure is a multi-unit dwelling, and I/we occupy one or more of the units.
(The remaining units must be registered as rental units)

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____

This form must be completed and signed in black or blue ink, scanned, and emailed to propertymaintenance@cityofevanston.org. If you have any questions, please contact the City of Evanston's Property Standards team at (847) 448-4311.

Please note: Proof of occupancy must be submitted with this form, which may include a valid driver license, or other form of identification, clearly showing the owner's place of residence.