



Health Department
2100 Ridge Avenue G600
Evanston, Illinois 60201
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Affidavit of Occupancy For Rental Registration Exemption

I/We, certify as the owner(s) of the property located at _____, Evanston, IL, do hereby certify that I/We reside at the above mentioned premises.

Please choose only one option below:

A: The 2 unit building is currently 100% owner occupied with parties listed jointly on the deed.

1. _____ 2. _____
Print Owner Name(s) Unit # Print Owner Name(s) Unit #

B: The entire structure is occupied by one family and was built as a **single family dwelling**, or has been de-converted by permit and inspection. List the name of the owner(s) below. *Permit or Cook County Assessor records will be reviewed and your property will be removed from further notifications once verified. An inspector may need access for submissions that cannot be verified.*

1. _____ 2. _____
Print Owner Name(s) Print Owner Name(s)

C: The entire structure was built as a **two-family dwelling**, but is occupied and used by one family with no division in living space units. List all occupants that reside in the dwelling. *Please identify the head of the household.*

Print Name(s)	Relationship to Owner	Print Name(s)	Relationship to Owner
1. _____		4. _____	
2. _____		5. _____	
3. _____		6. _____	

*****Please submit copies of the current gas and electric bills for all units.*****

*****Utility bills must be in the name of the recorded owner(s).*****

A SUBMISSION DOES NOT GUARANTEE CANCELLATION OF INSPECTIONS OR THE WAIVING OF RENTAL FEES. EXEMPTION FORMS AND UTILITY BILLS MUST BE SUBMITTED ANNUALLY.

UN-OCCUPIED OR UN-RENTED UNITS ARE NOT EXEMPT FROM REGISTRATION OR INSPECTION.

Owner Signature: _____ Date: _____

Owner Signature: _____ Date: _____