

Have Tenants Fill Out Occupancy Statement

To find out about any relatives who've moved into the apartment, request that the tenant fill out the following affidavit. The form asks the tenant to list the names and relationships of all other occupants. It also tells the tenant to list occupants under 21 and their ages.

REQUEST FOR OCCUPANT INFORMATION

Dear Tenant:

Pursuant to New York Real Property Law §235-f(5) and NYC Administrative Code §27-2075(c), you are required to inform the owner of the identity of any and all persons, other than yourself, who are living in the apartment. Please complete the Affidavit below by listing the names, relationships, and ages of all persons living in your apartment. Then, sign and date this letter where indicated and send it back to us.

State law (RPL §235-f) requires you to respond to this request within 30 days of your receipt of this request.

Thank you in advance for your cooperation.

Sincerely,
Joe Owner

OCCUPANCY STATEMENT

I am the tenant occupying apartment _____ of _____ (building's address).

The following people reside within the aforesaid apartment:

Current Occupants

(Last Name, First Name)	Relationship, if any	Age
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Of the current occupants, the following are senior citizens and/or disabled persons:

Signature of tenant(s) _____ Date: _____