



Fort Collins Neighborhood & Building Services
281 N. College Ave.
P.O. Box 580
Fort Collins, CO 80522-0580
Phone: (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 4 unrelated persons in a dwelling unit located in an apartment complex containing units which were approved by the City to house 4 unrelated persons.

Date: _____

Property Address: _____

Property Owner Name(s): _____

Property Owner Signature(s): _____

Tenant Name: _____ Signature: _____ Phone: _____

Tenant Name: _____ Signature: _____ Phone: _____

Tenant Name: _____ Signature: _____ Phone: _____

**** It is recommended that you attach this form to your lease.***

If requested by the City during an investigation, you are required to provide this fully executed disclosure statement to the City pursuant to City Code Section 5-264. Failure to retain the 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.