

Occupant Information Form

Unit No. _____ Date: _____

Is this: Owner Information * Tenant Information

Is the Unit: Owner Occupied * Tenant Occupied

Head of Household Information:

Name: _____

Mailing Address: _____

City, State, Zip: _____

Email Address: _____

Phone: (Day) _____ Phone: (Evening) _____

Household Information:

Please include information for **ALL OTHER HOUSEHOLD MEMBERS** – adults and children. Also include any children in your home who do **NOT** live there **FULL TIME** and their relationship? (i.e. children in joint parental custody, grandchildren, daycare, etc.) *For those members who do not live there FULL TIME, please indicate hours per week the child spends in the household.*

Name (First and Last)	Hrs	Date of Birth	Relation to Head of Household

* - **IF TENANT OCCUPIED** then please be sure that a **“Leasing – Information Form”** is completed by the Tenant and the **OWNER**. *This form must be signed by the owner and returned to HVH before keyless access cards are distributed.*