

# PROPERTY CHANGE FORM

Date: \_\_\_\_\_ Address of Rental Property: \_\_\_\_\_ Block/Lot: \_\_\_\_\_

\_\_\_\_\_  
(Initials) I surrendered the above property to the bank because of Foreclosure/Bankruptcy:  
Bank: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
(Initials) The above property is vacant and for sale by:  
Owner/Realtor: \_\_\_\_\_

\_\_\_\_\_  
(Initials) The above property is vacant and is being rehabilitated.

\_\_\_\_\_  
(Initials) I am now the occupant to the above address (Owner Occupied)

\_\_\_\_\_  
(Initials) I moved my immediate family member in the above address.  
Name: \_\_\_\_\_  
Relation: \_\_\_\_\_  
Date of Move In: \_\_\_\_\_

\_\_\_\_\_  
(Initials) I no longer own the above property; it was sold on: \_\_\_\_\_

\_\_\_\_\_  
(Initials) New tenant name \_\_\_\_\_ Move in date \_\_\_\_\_

\_\_\_\_\_  
(Initials) Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owners Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

**>>>> I understand that if I decide to re-rent this property I will notify the Housing Inspections Department of my intentions, pay my annual registration fee, and have the above property inspected PRIOR to the new tenant moving in.**

Signature of Owner: \_\_\_\_\_

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_