



CITY HALL, FINANCE DEPARTMENT, 200 H STREET, corner of 3<sup>rd</sup> & H Street, Antioch, Ca 94509  
Telephone: 925.779.7060 Fax: 925.779.7054 customer-service@ci.antioch.ca.us

### VERIFICATION OF TENANCY FORM

**\*\*\*OWNER OR AUTHORIZED PROPERTY MANAGER IS  
REQUIRED TO COMPLETE THIS FORM IN ITS ENTIRETY\*\*\***

**\*\*\*A BUSINESS LICENSE IS REQUIRED FOR ALL RESIDENTIAL LANDLORDS & PROPERTY MANAGEMENT COMPANIES\*\*\***

**SERVICE ADDRESS:** \_\_\_\_\_

Tenant/Co-tenant Name(s): \_\_\_\_\_

Beginning Date of Occupancy: \_\_\_\_\_

Property Management/Leasing Agent Name: \_\_\_\_\_

Agent Signature: \_\_\_\_\_

*Please be advised, a valid Property Management Agreement must be on file with the City of Antioch*

Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

I, the property owner/authorized property manager, confirm the above information to be true and correct and authorize the above tenant's occupancy. (Note: *Proof of ownership may be required if owner's name is not verifiable on County records.*)

#### Tenant Acknowledgement:

I hereby acknowledge the following:

- I request water service at the premise designated and agree to pay at the rate as prescribed by the City's Water/Sewer Ordinance and Master Fee Schedule (subject to change).
- I shall be responsible for all water service usage and service charges relating to this service address until the date I notify the City of Antioch for the discontinuation of these services.
- That a minimum deposit of \$186 will be required for water service, as well as a Water Setup fee of \$30, along with valid government ID.

Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### \*\*\*NOTARY ACKNOWLEDGEMENT\*\*\*

**If the property owner does not come to City Hall to verify ownership, the property owner's signature must be notarized.**

State of: \_\_\_\_\_ County of: \_\_\_\_\_ On this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ before me, \_\_\_\_\_, a notary public, and the

(Insert name & title of officer)

undersigned Officer, personally appeared \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity/ies, and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

*I certify under the PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.*

Witness my hand and official Seal.

Signature: \_\_\_\_\_

My commission expires: \_\_\_\_\_

Notary Name: \_\_\_\_\_

Notary Phone Number: \_\_\_\_\_

Notary Registration number: \_\_\_\_\_

County of Principal Place of Business: \_\_\_\_\_

Place seal above: ↑