



# Community and Housing Services Division

100 State Street • Beloit, Wisconsin 53511  
Phone (608) 364-6650 • Fax (608) 364-6609

## AFFIDAVIT OF VACANCY/NON-RENTAL PROPERTY

DATE: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_

TAX PARCEL NUMBER: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

State of \_\_\_\_\_ )

County of \_\_\_\_\_ )

\_\_\_\_\_ being first duly sworn on oath, alleges under  
(name of property owner)

penalty of perjury as follows:

1. I am the owner of the property located at \_\_\_\_\_, in the City of Beloit, Wisconsin.
2. I have been the owner of said property since \_\_\_\_\_.
3. I am aware that §14.06 of the Beloit General Code of Ordinances requires a Rental Dwelling Permit from the City of Beloit prior to the rental of a residential dwelling unit in the City of Beloit.
4. I acknowledge that the purpose of this affidavit is to secure an exemption from the provisions of §14.06.

*[Choose one of the following by initialing the line in front of the statement.]*

- a. \_\_\_\_\_ I hereby state that the above-referenced property is not being rented. The property was last used as a rental property on: \_\_\_\_\_.
- b. \_\_\_\_\_ I hereby state that the above-listed property is owner-occupied and not used as rental property and will not be used as a rental dwelling in the future .
5. **If I decide to rent this property in the future**, I will comply with the requirements of §14.06 and obtain a rental permit from the City of Beloit **prior to** the entry of any oral or written lease for tenancy of said property and that the failure to comply is a violation of the ordinance.
6. I understand that any person who makes a false affidavit regarding the occupancy of a dwelling unit or fails to report occupancy of a dwelling unit after filing an affidavit is subject to a forfeiture of not less than \$100 plus costs nor more than \$500 plus costs, in addition to penalties of perjury.

In witness whereof, under penalties of perjury, I hereby affix my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
(signature of property owner)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

Notary Public, County of \_\_\_\_\_, State of \_\_\_\_\_

My commission is permanent or expires: \_\_\_\_\_