APPLICATION FOR A CERTIFICATE OF OCCUPANCY
FOR
RESIDENTIAL RENTAL PROPERTIES

Date: _____

Property Address: _____

Unit Number: _____ Total Number of Units: _____

Property Owner

Name: _____

Address: _____

Phone Number: _____ Emergency Number: _____

E-mail: _____

Resident Agent, Building Superintendent (if applicable):

Name: _____

Address: _____

Phone Number: _____ Emergency Number: _____

E-mail: _____

Tenant

Name: _____

Phone Number: _____

E-mail: _____

PLEASE INCLUDE A $25.00 APPLICATION FEE AND A SEPARATE APPLICATION FOR FOR EACH UNIT YOU ARE REQUESTING A CERTIFICATE OF OCCUPANCY FOR.

Office Use Only:
Inspection Date: _____ Time: _____ Inspector: _____

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