

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: _____