



*You couldn't pick a better place.*

## RENTAL UNIT CERTIFICATE OF OCCUPANCY APPLICATION

Address of Unit: \_\_\_\_\_ Unit No. \_\_\_\_\_

Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_ Qualifier(s): \_\_\_\_\_

Tenant(s) Name: \_\_\_\_\_ Number of Tenants: \_\_\_\_\_

### TYPE OF RENTAL UNIT

Single-Family     Duplex     Multi-Residential     Other: \_\_\_\_\_

### APPLICANT/AGENT

SAME AS OWNER

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

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### OWNER

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

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

A \$65.00 INSPECTION FEE IS REQUIRED AT THE TIME OF APPLICATION SUBMISSION  
for the INITIAL INSPECTION AND EACH RE-INSPECTION

**THIS APPLICATION IS NOT A CERTIFICATION OF OCCUPANCY**

-----  
**FOR OFFICE USE ONLY**

INITIAL INSPECTION     RE-INSPECTION

Date Received: \_\_\_\_\_ Amount Received: \$ \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Cash     Money Order     Check    Money Order/Check No.: \_\_\_\_\_

Date Inspected: \_\_\_\_\_  PASS     FAIL

Inspector: \_\_\_\_\_

Certification of Occupancy (C.O.) Issue Date: \_\_\_\_\_