

**SALE**

**CERTIFICATE OF OCCUPANCY APPLICATION**

**\*\*NOTE- A NEW CERTIFICATE OF OCCUPANCY AND INSPECTION IS REQUIRED PRIOR TO ANY ADDITIONAL, OR NEW TENANTS.**

BUYER'S NAME AND MAILING ADDRESS \_\_\_\_\_

PHONE # \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_ UNIT# \_\_\_\_\_

AGENT NAME \_\_\_\_\_ PHONE# \_\_\_\_\_

AGENT ADDRESS \_\_\_\_\_

**LIST INDIVIDUALS AUTHORIZED TO OCCUPY UNIT - EACH ADULT & EACH CHILD**

| <u>LAST NAME FIRST</u> (PRINT) | DATE OF BIRTH<br>(If under 18) | <u>LAST NAME</u> (PRINT) | DATE OF BIRTH<br>(If under 18) |
|--------------------------------|--------------------------------|--------------------------|--------------------------------|
| 1. _____                       | _____                          | 6. _____                 | _____                          |
| 2. _____                       | _____                          | 7. _____                 | _____                          |
| 3. _____                       | _____                          | 8. _____                 | _____                          |
| 4. _____                       | _____                          | 9. _____                 | _____                          |
| 5. _____                       | _____                          | 10. _____                | _____                          |

I CERTIFY THAT THIS PERTINENT INFORMATION IS CORRECT TO THE BEST OF MY KNOWLEDGE. Application is hereby made for inspection, approval and issuance of a **CERTIFICATE OF OCCUPANCY** as provided by **Ventnor Ordinance 8333 – Chapter 138.**

OWNER/AUTHORIZED AGENT \_\_\_\_\_ DATE \_\_\_\_\_

FOR OFFICE USE ONLY

**\$50.00** FEE PAID \_\_\_\_\_  CASH \_\_\_\_\_  CHECK \_\_\_\_\_ REC'D. \_\_\_\_\_  
**(Non-refundable)**

DATE OF INSPECTION \_\_\_\_\_ TIME \_\_\_\_\_

APPROVED FOR ISSUANCE \_\_\_\_\_ DATE \_\_\_\_\_ PASS/FAIL

PICKUP/MAIL \_\_\_\_\_ DATE \_\_\_\_\_ PASS/FAIL

OCCUPANCY LOAD \_\_\_\_\_ BLOCK/LOT \_\_\_\_\_