



APPLICATION FOR CERTIFICATE OF OCCUPANCY/INTERIOR INSPECTION EXEMPTION

Owner _____

Owner's Address _____

City/State/Zip Code _____ Phone # _____

I CERTIFY THAT I AM NOT RENTING THE PREMISES LOCATED AT: _____
(Please specify exact address: if side by side or if up and down)

This Dwelling unit is: Vacant Occupied by co-owner Occupied by family members not paying rent

First floor address _____ # of persons living in unit _____

Or

Side One address _____ Phone # _____

Head of Household _____ Relationship to property owner _____

Other occupants (state age of minor children) _____ Relationship to head of household _____

Second floor address _____ # of persons living in unit _____

Or

Side One address _____ Phone # _____

Head of Household _____ Relationship to property owner _____

Other occupants (state age of minor children) _____ Relationship to head of household _____

I HEREBY DECLARE THAT THIS APPLICATION HAS BEEN EXAMINED BY ME AND IS TRUE, CORRECT AND COMPLETE TO THE BEST OF MY KNOWLEDGE.

Date _____ Signature _____

NOTE: ANY CHANGE IN OCCUPANCY OR RENTAL STATUS MUST IMMEDIATELY BE REPORTED TO THE HOUSING INSPECTION DEPARTMENT