



Application for **Temporary Residential Certificate of Occupancy**

This temporary certificate of occupancy is only good for 45 days. Failure to obtain a final certificate of occupancy inspection will result in the cancellation of this certificate of occupancy and may result in the loss of electrical service.

**Inspection fees will only be collected from the Property Owner or the Property Manager.
Please contact Town Hall once this form has been submitted.**

1. **Property Address:** _____

2. **Property Owner(s) Name:** _____

Direct Phone: _____ Email: _____

Physical Mailing Address: _____

City: _____ State: _____ Zip: _____

If Property Owner is a business, list the Registered Agent: _____

Direct Phone: _____

Physical Mailing Address: _____

City: _____ State: _____ Zip: _____

3. **Property Manager:** _____

Direct Phone: _____ Extension: _____ Email: _____

Physical Mailing Address: _____

City: _____ State: _____ Zip: _____

4. **Whose name is to be on the CoServ account?** Owner Property Manager

5. **Person to be contacted for inspection:** _____

Direct Phone: _____ Extension: _____ Lockbox Code: _____



Application for **Temporary Residential Certificate of Occupancy**

For the application to be considered complete the following applicable items are required:

- Proof of ownership
- Management agreement
- Lease agreement
- Notarized Letter of Authorization
- Property owner’s driver license
- Property manager’s driver license
- Additional documentation as needed

Applicant acknowledges and agrees that no tenant(s)/occupant(s) are permitted to occupy the property until a final Certificate of Occupancy Permit has been issued. Failure to obtain a permanent Residential Certificate of Occupancy prior to tenant(s)/occupant(s) occupying the property may result in a citation being issued to the applicant herein.

This application MUST be filled out completely, legibly, and correctly or it will NOT be accepted.

For the application to be considered complete a copy of the applicant’s Driver License must be submitted. If the applicant works for a management company a copy of their Driver License, business card, and management agreement between the property owner and the management company must also be provided.

Signature: _____

Printed Name of Signatory: _____

Title: (circle one) Property Owner / Property Manager Date: _____