CERTIFICATE OF OCCUPANCY LETTER

DATE: _____

Property Address: _____

Home Owner: _____

Owner Address: _____

Owner Telephone: _____

Owner Email: _____

Buyer Name: _____

Buyer Address: _____

Buyer Telephone: _____

Buyer Email: _____

Building Description (CHECK ONE)

One & Two family: _____ Number of Units: _____

Multi Family: _____ Condo: _____

Co-Op: _____ Other: _____

Realtor: _____ Phone: _____

Signature: _____ Date: _____

Sale of Property Letter Processing Fee: $100.00

***ALL SALE OF PROPERTY APPLICATIONS MUST OBTAIN A MANDATORY LEAD INSPECTION PRIOR TO OBTAINING THE LETTER**

1-4 UNITS = $120.00 per unit 5 + UNITS = $220.00 per unit

THE SALE OF PROPERTY LETTER IS GOOD FOR 60 DAYS AFTER DATE OF ISSUANCE.

BELOW OFFICE USE ONLY: DO NOT WRITE BELOW THIS LINE Initial: _____

Open violations: _____ Open Permits: _____ Lead Inspection date:_____