



USE & OCCUPANCY TRANSFER RESIDENTIAL

Zoning District: _____	PROPERTY ADDRESS: _____
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CURRENT OWNER INFORMATION:	NEW OWNER /LEASEE INFORMATION:
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Phone #: _____	Phone #: _____
Email _____	Email _____

REALTOR INFORMATION:		
Name: _____	Phone _____	Fax _____
E-Mail Ad dress _____		
Settlement date: _____		

RESIDENTIAL PROPERTIES ONLY		
Owner Occupied <input type="checkbox"/>	RESIDENTIAL DWG. TYPE:	
Rental <input type="checkbox"/> (Requires rental application)	Two Story <input type="checkbox"/>	Townhome <input type="checkbox"/>
	Bi-Level <input type="checkbox"/>	Ranch <input type="checkbox"/>
	Cape Cod <input type="checkbox"/>	
Township utilities paid in full <input type="checkbox"/> Trash _____ Sewer _____ St. Lights _____		

DO NOT WRITE IN THIS SPACE – OFFICE USE ONLY

PERMIT # _____	APPROVED _____	FEE: _____	DATE: _____
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REMARKS

SCHEDULING OF APPOINTMENTS FOR INSPECTION ARE THE RESPONSIBILITY OF THE APPLICANT. THE APPLICANT (AGENT) NAMED ON THIS DOCUMENT UNDERSTANDS THAT SETTLEMENT (TRANSFER OF OWNERSHIP) SHALL NOT OCCUR PRIOR TO OBTAINING THE CERTIFICATE OF USE & OCCUPANCY.

If settlement does not occur within six (6) months of the approval date of certificate, the certificate will be invalid and another certificate will be required.