



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: \_\_\_\_\_



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: \_\_\_\_\_