

APPLICATION FOR CERTIFICATE OF OCCUPANCY-RENTALS ONLY

Rev. General Ordinances, Chapter VII, Section 7-2.1

Township of Ocean, County of Monmouth

Division of Housing, Code Enforcement and Clean Communities

399 Monmouth Road Oakhurst, NJ 07755



This Application must be accompanied by the Landlord Registration (Identify) Form

Incomplete applications will NOT be accepted or processed.

A NEW C.O. APPLICATION IS REQUIRED FOR EACH AND EVERY CHANGE IN OCCUPANCY

House \$175 Condo/Townhouse \$150

App# _____
Date _____

Address of Property _____
Block _____ Lot _____ Qual _____
Duration of Lease _____ through _____
Property Owner's Name _____
Property Owner's Address _____

#of bedrooms _____
Well water yes or no _____
Phone# _____
Email _____

AGENCY (If applicable)

Agency Name _____
Agent's Name _____

Phone# _____
Email _____

List the name and address of each adult who will occupy the premises

Name _____ Current Address _____
Name _____ Current Address _____
Name _____ Current Address _____
Name _____ Current Address _____

List Name and Ages of all School Age Children who will occupy the premises (use back for more space)

Name _____ Age _____ School _____
Name _____ Age _____ School _____
Name _____ Age _____ School _____

Square Footage of all Habitable Rooms (List bedrooms first)

Room Type _____ dimensions _____ x _____ = _____ SQ
Room Type _____ dimensions _____ x _____ = _____ SQ
Room Type _____ dimensions _____ x _____ = _____ SQ
Room Type _____ dimensions _____ x _____ = _____ SQ

Motor vehicle information for each vehicle that will be domiciled at the premises

License Plate# _____ Driver's name _____ Vehicle Owner _____
License Plate# _____ Driver's name _____ Vehicle Owner _____

Signature of Lessees

Signature of Lessee _____ Date _____
Signature of Lessee _____ Date _____
Signature of Lessee _____ Date _____
Signature of Lessee _____ Date _____

Certification: I/we certify that the information provided on this application is true, accurate, and correct. I am aware that I am subject to penalties of law if the facts set forth are willingly false. I furthermore understand that I must report any subsequent change in occupancy to the Division of Housing, Code Enforcement and Clean Communities in the Township of Ocean.

Signature of Landlord _____ Date _____
Signature of Agent _____ Date _____

Failure to make application for inspection or to obtain Certificate of Occupancy for each change of tenancy is punishable by a fine not to exceed \$2,000.00 Certificate of Occupancy Inspection fees are Non-refundable (Please provide any additional information on a separate sheet or on back if necessary)