

Borough of Bradley Beach
Department of Community Development

Residential Certificate of Occupancy Application

**APPLICATION MUST BE COMPLETE BEFORE AN INSPECTION WILL BE SCHEDULED
PLEASE PRINT CLEARLY**

Date _____ C.O. # _____ Block _____ Lot _____

Property Address _____ Unit _____ Number of bedrooms _____

CHECK ONE: SALE () _____ RENTAL: YEARLY () SEASONAL RENTAL () _____
DATE OF CLOSING **START AND END DATE**

Property Owner Name _____ Phone # _____

Mailing address of Owner _____

Owners Email Address _____ Number of Occupants per unit: Adults _____ Children _____

Name of Buyer or one Tenant _____ Phone # _____

Mailing address of Buyer after sale _____

Buyer or Tenant Email Address _____

Contact Person for inspection _____ Phone # _____

Full legal names of **ALL** people to occupy unit (include date of birth for **ALL** Occupants)

- | | |
|----------|----------|
| 1. _____ | 2. _____ |
| 3. _____ | 4. _____ |
| 5. _____ | 6. _____ |

I being duly sworn according to law upon oath depose and say that the information set forth in the above application is the truth, to the best of my knowledge. This is an official document as per Borough Code 160-7 and 160-8. Misrepresentation or falsification shall be punishable by Law. Tenants or buyers are advised to review the Borough ordinances for compliance of the properties.

*** Occupancy is not permitted until C.O. is issued. Owner/Agent and Tenant please be advised of the Property Maintenance Codes and recycling/trash ordinances. Both owner and tenant are responsible.**

Please check off the following to be added to our Emergency Notification System. This system provides you with updated information during weather emergencies and other important Borough business.

- | | |
|--|---|
| <input type="checkbox"/> Owner – Phone Call | <input type="checkbox"/> Tenant/Buyer – Phone Call |
| <input type="checkbox"/> Owner – Text message | <input type="checkbox"/> Tenant/Buyer – Text Message |
| <input type="checkbox"/> Owner – Email | <input type="checkbox"/> Tenant/ Buyer - Email |

Signature of Owner or Agent

Signature of Tenant/Buyer

OFFICE USE ONLY

Received by: _____ Date: _____ C/O Fee \$ _____ Tourism Fee \$ _____

Received by: _____ Date: _____ Re-inspect Fee \$ _____

Open Permits [] _____ Delinquent Taxes [] _____ Delinquent Sewer [] _____