

Applications are accepted from 8:30 am to 4:00 pm

FEE \$65.00

PLEASE WRITE LEGIBLY OR YOUR APPLICATION WILL NOT BE ACCEPTED

\*\*\* Application must be submitted with a copy of signed lease.

Rental Unit must be ready for inspection by 9:00 am on the day of inspection or a failure notice will be issued.

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Taken By: \_\_\_\_\_

**Rental Certificate of Occupancy Application**  
**Township of Lakewood**

Address to be inspected: \_\_\_\_\_ Unit: \_\_\_\_\_

Owner: \_\_\_\_\_ Address: \_\_\_\_\_

(D.L., State, or County ID Required)

(No P.O. Boxes)

City, State & Zip

Phone: (\_\_\_\_) \_\_\_\_\_

Agent/Contact: \_\_\_\_\_ Address: \_\_\_\_\_

(D.L., State, or County ID Required)

(No P.O. Boxes)

City, State & Zip

Phone: (\_\_\_\_) \_\_\_\_\_

Date Expected to Occupy: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

New Tenant Name: \_\_\_\_\_ Number of Occupants: \_\_\_\_\_

Previous Rent: \_\_\_\_\_ New Rent: \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_

Any Outstanding Permits?  Yes  No

Is there any construction being done that requires a permit?  Yes  No

**Landlord to Finish**

Water:  Yes  No Gas:  Yes  No Electric:  Yes  No

Sewer/Septic Service:  Yes  No Well:  Yes  No Oil Tank on Premise:  Yes  No

\* Certification of Landlord's Registration must be filed with the Township Clerk in compliance with NJSA 46:8-28. This information must be updated as necessary to keep all information current. This information must also be furnished to the tenant.

I HEREBY CERTIFY THE ABOVE INFORMATION IS CORRECT AND THAT THE  
CERTIFICATION OF THE RENT IS POSTED WITH THE TOWNSHIP CLERK PERSUANT TO  
R.C.O. 13A-16

SIGNATURE \_\_\_\_\_ PRINT \_\_\_\_\_

OWNER OR DESIGNATED AGENT

\*\* Note: All items above must be completed or application will not be processed

**FOR OFFICE USE ONLY**

Application Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_

C.O. # \_\_\_\_\_ Approved: \_\_\_\_\_

Inspector: \_\_\_\_\_

Failed: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Re-Inspection Fee Paid: \_\_\_\_\_ Amount: \_\_\_\_\_

**PLEASE ATTACH COPY OF DRIVERS LICENSE OF OWNER AND AGENT**