

Block _____

Lot _____ Qual _____

Tax _____ W/S _____

COMMERCIAL CERTIFICATE OF INSPECTION APPLICATION
FOR ALL SALES & RENTALS

- **UTILITIES MUST BE IN SERVICE AND ALL WATER, SEWER AND TAXES MUST BE PAID** ●
- **APPLICATIONS MUST BE TYPED & COMPLETE OR THEY WILL NOT BE ACCEPTED** ●

Address of Inspection: _____

Please Mark (X): Sale (____) Rental (____) 3 Year Re-Inspection (____)

Name of Buyer or Tenant: _____ Phone # _____

Present Address: _____ City _____ State _____ Zip _____

Type of Business: _____

Present Owner: _____ Phone # _____

Address: _____ City _____ State _____ Zip _____

Date of Occupancy: _____ Date of Closing (for sale): _____

Inspection Date Requested: _____ *(Note: Inspections are conducted on Thursday Mornings.)*
Applications must be submitted (7) days in advance. Keys must be attached or someone must accompany the inspector.

FEES: \$120.00 for EACH Sale, Rental or 3yr Re-Inspection of a Dwelling. (Includes Initial Insp. & one Re-Insp)
\$50.00 Tourism Fee for EACH Rental. *Separate Checks are Required*
\$75.00 for Extra Re-Inspections. *Fees are NON-Refundable*

***If an Agent signs for the Seller or Buyer, Agent MUST complete Agency Information below.**

Signature of Owner/Seller/Agent: _____

*Agency Name: _____ Agent: _____

Address: _____ Phone #: _____ Fax#: _____

Signature of Buyer/Agent: _____

*Agency Name: _____ Agent: _____

Address: _____ Phone #: _____ Fax#: _____

SIGNATURE OF TENANT: _____

*(MANDATORY FOR RENTALS... *AGENT MAY NOT SIGN FOR A TENANT)*

***Buying, Selling or Renting property without issuance of a Certificate of Inspection
is punishable by law, with fines not exceeding \$2000.00.***

OFFICIAL USE ONLY

C.I. FEE _____ TOURISM FEE _____ RECEIVED BY _____ DATE _____

INSPECTED BY _____ INSPECTION DATE _____

CERTIFICATE OF INSPECTION # _____ OCCUPANCY # _____ DATE ISSUED _____

Transfer of Title Information

****Must be filled out for all Property Sales****

Seller's Attorney:

Name: _____

Address: _____

Telephone: _____

Fax: _____

Buyer's Attorney:

Name: _____

Address: _____

Telephone: _____

Fax: _____

SALES ONLY: Don't forget to request your Final Water Meter Reading before Closing.

Any questions, please call the Borough of Lake Como at 732-681-3232