

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:** \_\_\_\_\_ *(Please contact Code Enforcement for available dates)*  
*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.  
\$50.00 Tourism Fee for EACH Rental.      \*Separate Checks are Required\*  
\$250.00 for 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