

Residential Certificate of Occupancy Checklist:

- Copy of **license** or photo ID for the **buyer** _____
- Copy of **license** or photo ID for the **owner** & main **tenant** for rentals _____
- **LLCs** and **corporations** shall supply the corporate charter or registration certificate and a photo identification of either the **president** or **managing partner**. _____
- **Associations** shall supply a photo identification of one of the **officers**. _____
Trusts shall supply a photo identification of at least one of the **trustees**. _____
- Take a **completed** copy of CO application to the Court office, located at **313 Monmouth Street** in Gloucester City to have the **warrant waiver** signed (no fee). Bring back to the Housing Department office after it is sealed. _____
- Everyone, including children, who will be living in the property, **MUST** be listed with their full names & dates of births under “all proposed occupants.” _____
- Double check to make sure the application is filled out entirely, including **owner, tenant/ buyer signatures**, realtor/agent information & square footage of bedrooms. _____
- A **\$100** fee must be turned in with the paperwork in order for it to be processed. We accept cash, check or money order only. _____
- **FOR SALE ONLY** – If property is a **rental**, **NEW OWNER/BUYER** must complete a Rental Facility Registration Application (2-page legal size) for each unit. _____
- **RENTAL PROPERTIES ONLY** – Provide Floor Plan. Provide **YEAR** the property was built. _____
- **RENTAL PROPERTIES ONLY** – The Lead-Based Paint fees must be turned in with the paperwork In order for it to be processed. We accept cash, check or money order only. _____