TURTLE CREEK VALLEY COUNCIL OF GOVERNMENTS

Occupancy Application

This application is required to be completed in its entirety for occupancy acceptance. Application fee is payable at the time of inspection. If a re-inspection is required, it must be completed and passed within 20 days of the initial inspection. If an inspection is not passed within 20 days, a new application and fee is required. No occupancy shall be permitted without a current occupancy permit.

Date of Application:

PROPERTY DETAILS

Address of Property:

Check if property was constructed before 1978

Current Owner Name(s):

Current Owner Email:

Current Owner Address:

Current Owner Phone:

For Inspections (if different than owner) Contact Name:

Contact Phone:

Contact Email:

Contact Relation:

OCCUPANCY DETAILS

Reason for Permit:

- Change of occupancy tenant
- Change of ownership due to sale
- Change in use

New Owner/Tenant Name(s):

New Owner/Tenant Mail Address:

New Owner/Tenant Email:

New Owner/Tenant Phone:

Date of Closing/Occupancy:

Lease Start Date:

Lease End Date:

Check if month-to-month

Number of occupants age 17 and under:

List all occupants age 18 and older:
(attach additional sheet if necessary)

Name: Employer:

Name: Employer:

Name: Employer:

CERTIFICATION

By typing my name in the block below, I attest that all information provided in this application is true and correct to the best of my knowledge.

Signature/Printed Name:

Submit this Form via Email

FOR OFFICE USE ONLY

I attest that all information provided in this application is true and correct to the best of my knowledge.

Date Paid:

Amount Paid:

- Cash
- Money Order
- Check

First Inspection Date: Pass Fail

Re-Inspection Date: Pass Fail

Parcel Number:

v.2.3c