



Township of Hamilton

Division of Housing & Landlord Compliance
2090 Greenwood Avenue, Room 302, Hamilton, NJ 08609

Email: housinght@hamiltonnj.com

Telephone: (609)890-3665

Change of Occupancy Application for Rental Property

Please fill in all information

- **The Owner, or Owner's Agent can only apply for this application.**
- **Open Construction permits must be closed before the Certificate of Occupancy can be issued**
 - **Basement and/or utility areas access is required**
- **Lead safe/free Certificate must be provided prior to applying**

Landlord/Owner Information:

Date: _____

Name: _____

Primary Phone: _____

E-mail: _____

Address: _____

Applicant Information:

Name: _____

Phone Number: _____

Email: _____

Property Rental Information:

Tenant's Name(s): _____

Address of Property: _____

FL/Unit #: _____

Single Family Dwelling Two Family Dwelling Multi Family Dwelling

Fee: \$ 75.00 Cash Credit Card Check# _____

I _____ am in full understanding that a Certificate of Approval for Occupancy will **not** be issued for a rental property without a lead safe/free certificate & \$20 DCA lead hazard fee paid & open permits.

Applicants Name (Print)

Applicants Signature

OFFICE USE ONLY

Initial Inspection Scheduled: (Date) _____

9:00 to Noon or 1:00 to 3:30

Inspector: _____