

CITY OF OVERLAND



9119 Lackland Road, Overland Mo 63114

APPLICATION FOR RESIDENTIAL OCCUPANCY CERTIFICATE

DATE OF APPLICATION: _____

ROC #: _____

ADDRESS TO BE OCCUPIED: _____

Pursuant to the requirement set forth in Section 515.070 of the Overland Municipal Code, the undersigned prospective occupant hereby requests an Occupancy Certificate to occupy the dwelling located at:

PLEASE PRINT LEGIBLY the full name, D.O.B., SSN for each occupant and his/her relationship to you.

Name	Relationship	Date of Birth (D.O.B.)	Social Security # (SSN)
	Self		

ARE YOU: BUYING OR RENTING

PRESENT OWNER INFORMATION:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Email Address: _____

CURRENT OCCUPANT INFORMATION:

Date of Occupancy: _____

FEE SCHEDULE

Certificate Fee: \$25.00 The Occupancy Certificate must be obtained BEFORE the property can be occupied and must be obtained by an occupant listed on the Certificate.
THIS FEE IS NON-TRANSFERABLE.

Military: Fee waived with proper identification

NOTICE TO APPLICANT AND/ OR PROPERTY OWNER

The property Owner hereby agrees he or she shall keep, maintain, and adhere to all Municipal City Building Codes and Municipal City Ordinances. The Property Owner listed above hereby accepts all legal responsibility for any legal action taken against the above listed property and building(s).

I hereby state that my family and I have seen the subject premises and are satisfied with the property. I further state that I/we want to occupy the premises and are applying to the City of Overland for the required Occupancy Certificate and save the City harmless in connection with any inspection and/or report which the City may make in response to this application. I also state that I/we have the owner's permission to apply for this certificate.

The Property Owner hereby agrees he or she shall keep, maintain, and adhere to all Municipal City Building Codes and Municipal City Ordinances. The property owner hereby agrees to be the designated representative regarding all code compliance issues and agrees to accept service of summons on behalf of applicant and listed property.

Purchasers/renters are cautioned to personally verify all housing information to their own satisfaction. If you feel unsure of your judgment, there are real estate, home inspection and appraisal companies to advise you. The City does not give real estate advice, nor does the City imply any guarantee that you will be pleased with your dwelling or with the quality or condition of its utilities. The City's minimum housing inspection is made solely for the purpose of issuing or denying an Occupancy Certificate.

The issuance of an Occupancy Certificate is no statement or guarantee as to the quality of the premises or any component part thereof. Your Occupancy Certificate is simply your authorization to occupy the premises in accordance with your request. *The application for this certificate is understood to be a component part of this certificate and any falsification of the application shall void the certificate.*

ACKNOWLEDGEMENT OF APPLICANT:

Applicant Name: _____
Present Address: _____
City: _____ State: _____ Zip Code: _____
Phone #: _____ Fax #: _____
Email Address: _____
Applicant Signature: _____

FOR DEPARTMENT OF COMMUNITY DEVELOPMENT USE ONLY

ADDRESS TO BE OCCUPIED: _____

Inspector: _____ **Date Issued:** _____

ROC #: _____

**THIS DOCUMENT SHALL BE MADE PART OF PERMANENT RECORDS
FOR THE ABOVE REFERENCED ADDRESS**