

**WATSONTOWN BOROUGH**  
**CERTIFICATE OF OCCUPANCY INSPECTION FORM FOR RESIDENTIAL UNITS**  
**ORDINANCE NUMBERS 2006-04 & 2010-05**

RENTAL PROPERTY ADDRESS: \_\_\_\_\_

TENANT'S NAME (IF AVAILABLE): \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER'S FULL ADDRESS: \_\_\_\_\_

OWNER'S EMAIL ADDRESS: \_\_\_\_\_

OK TO SEND C/O OR CORRESPONDENCE VIA EMAIL? YES \_\_\_\_\_ NO \_\_\_\_\_

DATE OF LAST INSPECTION: \_\_\_\_\_

DATE OF THIS INSPECTION: \_\_\_\_\_ TIME: \_\_\_\_\_

FEE: \_\_\_\_\_ DATE FEE RECEIVED: \_\_\_\_\_

WILL THE RENTAL PROPERTY BE UNLOCKED? \_\_\_\_\_ KEY LOCATION: \_\_\_\_\_

COO ISSUED ON INITIAL INSPECTION? \_\_\_\_\_ CONDITION: (GREEN) (YELLOW) (RED)  
(VERBAL) (WRITTEN) (NOTICE) (COO) SENT TO PROPERTY OWNER ON \_\_\_\_\_

**COO NUMBER ISSUED: 2015RES-**

DATE OF RE-INSPECTION: \_\_\_\_\_ TIME: \_\_\_\_\_

FEE: \_\_\_\_\_ DATE FEE RECEIVED: \_\_\_\_\_

WILL THE RENTAL PROPERTY BE UNLOCKED? \_\_\_\_\_ KEY LOCATION: \_\_\_\_\_

COO ISSUED ON REINSPECTION? \_\_\_\_\_ CONDITION: (GREEN) (YELLOW) (RED)  
(VERBAL) (WRITTEN) (NOTICE) (COO) SENT TO PROPERTY OWNER ON \_\_\_\_\_

**COO NUMBER ISSUED: 2015RES-**

INSPECTOR: \_\_\_\_\_

INSPECTIONS ARE SCHEDULED ON THE SECOND & FOURTH THURSDAYS OF THE MONTH BETWEEN 8:00 AM & 11:00 AM  
INSPECTIONS WILL NOT BE SCHEDULED UNTIL THE APPROPRIATE FEE IS RECEIVED