



Pat McKenna Realtors Brokered By EXP

Exp Office: (866) 201-6210

Pat McKenna Realtors: (856) 983-0704

Fax: (856) 985-7768

42 E Main Street Suite A, Marlton, NJ 08053

PAT MCKENNA REALTORS

CERTIFICATE OF OCCUPANCY AUTHORIZATION

PROPERTY ADDRESS: _____

Each Township has different regulations and inspections that are required when a home is sold or leased. If you will be getting your home ready for inspection and scheduling the inspection, please contact your Township’s municipal office. Once contracts/leases are signed.

Alternatively, you may hire Pat McKenna Realtors’ Inspection Coordinator to handle all steps required for inspection (determining Township requirements, preparing the home for inspection, scheduling and attending the inspection). Our Coordinator charges a fee of \$250 or \$350 (depending on the Township), plus the cost of parts and materials, plus the Township inspection application fee, which varies by municipality, and increases the closer the inspection is to closing.

For rentals, this fee is due up front. For sales, this fee will be paid at closing. The seller is responsible for paying this fee regardless of whether the home settles. If the home does not go to settlement, the fee must be paid within 30 days of the C/O inspection.

Please sign below to indicate your preference. If you choose to hire our Inspection Coordinator, we must be notified 30 days prior to the closing date.

I will hire Pat McKenna Realtors Inspection Coordinator to coordinate the CO, and agree to pay the fees described above.

Seller/Landlord

Date

I will schedule and coordinate the CO inspection myself.

Seller/Landlord

Date