



CITY OF PASSAIC | INSPECTION & CODE
DIVISION OF HOUSING

FEE: \$50.00

NAME CHANGE REQUEST FORM: OCCUPANCY CERTIFICATE

This form is for property owners who wish to update the name on their existing Occupancy Certificate from their personal/legal name(s) to their business entity (LLC, Inc., etc.). *This is not a transfer of ownership.*

Property Information

Property Address: _____

Block: _____ Lot: _____

Current Owner Information (as listed on current Occupancy Certificate)

Name(s): _____

Phone: _____ Email: _____

New Name for Occupancy Certificate

Business Name (LLC, Inc., etc.): _____

Business Address: _____

Responsible Agent: _____

Phone: _____ Email: _____

Required Documentation

- Certificate of Formation
- Copy of previous Occupancy Certificate

Certification & Signature

I hereby certify that I am the legal property owner or authorized agent and request that the Occupancy Certificate for the above referenced property be updated to reflect the business entity listed above.

Signature: _____ Date: _____

Printed Name: _____

Relationship to Property: _____

OFFICE USE ONLY

Received by: _____ Date: _____

Payment: Cash or Check# _____ Date: _____