



# CITY OF TWIN OAKS

1381 Big Bend Road • Twin Oaks, MO 63021  
(636) 225-7873 • fax (636) 225-6547 • [www.cityoftwinoaks.com](http://www.cityoftwinoaks.com)

## RESIDENTIAL OCCUPANCY CERTIFICATE APPLICATION

### Residential Occupancy Requirements:

- A new certificate must be issued for every change of owner or tenant
- **An occupancy inspection must be completed; please attach passing documentation to this form**
- All occupants of the residence must be listed, including the relationship to the Primary Owner/Occupant
- A RESIDENCE MAY NOT BE OCCUPIED UNTIL A CERTIFICATE OF OCCUPANCY IS ISSUED; allow up to two weeks for processing

Application Date: \_\_\_\_\_

I, \_\_\_\_\_, request authorization to occupy \_\_\_\_\_ in  
(Applicant Name) (Street Address)

the City of Twin Oaks, Missouri \_\_\_\_\_ as a dwelling on or about \_\_\_\_\_.  
(Zip Code) (Date)

Type of Structure: ☐ Single Family ☐ Two Family ☐ Multi-Family

Do you rent or own? (Please check one) ☐ Rent ☐ Own

### PRIMARY HEAD OF HOUSEHOLD INFORMATION:

Name:		Home Phone:	
Current Address:		Cell Phone:	
City/State/Zip:		* Email Address:	
Employer:		Occupation:	

*\* Please provide email address to receive vital updates and notifications from the City of Twin Oaks*

### ADDITIONAL HOUSEHOLD MEMBERS:

Please list **ALL** persons (including children and/or unrelated persons) who will occupy the dwelling unit.

Name:	Age:	Relationship to Head of Household:

Total Persons in Household: \_\_\_\_\_

Total Children in Household: \_\_\_\_\_

Will you be operating a business from your home?

☐ Yes

☐ No

If you answered “yes”, please provide name and/or description of your business: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**I CERTIFY THAT I AM THE PROPOSED OCCUPANT AND THAT THE  
ANSWERS CONTAINED HEREIN ARE TRUE AND ACCURATE IN ALL  
RESPECTS TO THE BEST OF MY KNOWLEDGE AND BELIEF:**

Signature of Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Applicant(s): \_\_\_\_\_ Date: \_\_\_\_\_

**ALL PERSONS AGE 18 AND OVER INTENDING TO OCCUPY THESE  
PREMESIS MUST SIGN THIS APPLICATION**

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