



# Application for Certificate of Inspection for Transfer of Title

<b>Applicant Information</b>	<b>Property/Unit Information</b>	<b>Buyer Information</b>				
_____	_____	_____				
<i>Property Address</i>	<i>ToT #</i>	<i>Buyer Full Name</i>				
_____	_____	_____				
<i>LLC/Owner First &amp; Last Name</i>	<i>Block</i>	<i>Lot</i>	<i>Buyer Address</i>			
_____	_____	_____	_____			
<i>Address</i>	<i># of Buildings</i>	<i># of Units</i>	<i>Unit #</i>	<i>Buyer Email Address</i>		
_____	_____	_____	_____			
<i>Email Address</i>	<i># of Tenants</i>	<i># of Bedrooms</i>	<i>Buyer Mobile #</i>			
<b>Tenant Roster</b>						
_____	<i>Tenant Name</i>	<i>Age</i>	<i>M/F</i>	<i>Tenant Name</i>	<i>Age</i>	<i>M/F</i>
<i>Applicant Mobile #</i>	1. _____	_____	_____	6. _____	_____	_____
_____	2. _____	_____	_____	7. _____	_____	_____
<i>Manager First &amp; Last Name</i>	3. _____	_____	_____	8. _____	_____	_____
_____	4. _____	_____	_____	9. _____	_____	_____
<i>Manager Address</i>	5. _____	_____	_____	10. _____	_____	_____
_____						
<i>Manager Mobile Phone #</i>						
_____						
<i>Manager Email Address</i>						
<b>Inspector/Office Use Only</b>	<b>Compliance Verification</b>					
_____	<i>Tax Assessor Office</i>	<i># Units</i> _____	<i>Initials</i>	<i>Date</i>		
<i>Inspection Date</i>			_____	_____		
_____	<i>Clerk's Office</i>	<i>Registration (Rentals only)</i>				
<i>Inspection Start Time</i>		<i>Registered (Y/N)</i> _____	_____	_____		
_____	<i>Code Enforcement Office</i>	<i>All CO's available (Y/N)</i> __	_____	_____		
<i>Inspection Completed Time</i>						
_____	<i>Construction Office</i>	<i>Open Permits (Y/N)?</i> __	_____	_____		
<i>Inspector</i>						
<i>Fee</i> _____	<i>Check #</i> _____					
_____	A non-refundable fee must be paid at the time of application. The payment can be made by CHECK or MONEY ORDER, cash will not be accepted.					
<i>Receipt #</i>	<i>Received (initials)</i>					
_____	Failure to make application for inspection and obtain a Transfer of Title is punishable by a summons, fine and possible jail term. Each time occupancy changes thereafter, the owner MUST secure a Certificate of Occupancy for each new occupant. Note that this is an official document; falsification or misrepresentation is punishable by law.					
<i>Conditional</i> <input type="checkbox"/>	Application provided by person other than the owner or his registered agent must be accompanied by a notarized letter authorizing same.					
<i>Lead Hazard</i>	Please read and sign the acknowledgments on the following page.					
<i>Assistance Fund</i> <input type="checkbox"/> \$20						
<i>(please provide separate check)</i>						
_____						
<i>Inspector Signature</i>						



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## Acknowledgments

### CONDITIONAL CERTIFICATE OF OCCUPANCY

The inspector may issue a Conditional Certificate of Occupancy (CCO) to allow occupancy in the event there are violations that are minor and few in number.

The purpose of the CCO is to accommodate the owner and/or the occupant in these situations.

If you receive a CCO; it is YOUR responsibility to:

- Correct the Violations
- Bring inspection paperwork to the office
- Pay for the re-inspection and
- Set up the re-inspection within 21 days

If you fail to do so you are subject to summoning. You will also be required to secure a new CO since the CCO has expired.

There is no requirement to accept a CCO. If there is any chance that you will not be able to meet the 21-day requirement, you can refuse the CCO. In this situation the inspection will fail and occupancy will not be allowed. You can then proceed with the work at your leisure without the risk of a summons. Once you are ready, you can apply for a new C/O inspection.

### CARBON MONOXIDE ALARMS

Carbon Monoxide alarms are now required in one and two-family dwelling. Because the requirement has no impact on the design of the home, the six-month grace period does not apply to this rule. In order to pass inspection, Carbon Monoxide alarms must be installed pursuant to DCA requirements. Questions regarding carbon monoxide alarms should be directed to the Code Assistance Unit of the Department of Community Affairs at (609) 984-7609.

### LEAD-SAFE CERTIFICATES/EXEMPTIONS

As of October 1, 2022, all residential rental units must provide a Lead-Safe Certificate at tenant turnover or no later than July 22, 2024 for all properties built before 1978. Multi-family buildings can present their BHI Certificate of Inspection to be exempt from this requirement upon submission of this application.

Please note that each filing of a Lead-Safe Certificate requires a separate \$20 fee to the Lead Hazard Assistance Fund made out to the City of Asbury Park.

### FEE SCHEDULE

#### CERTIFICATES OF OCCUPANCY

- \$100.00 Certificates of Occupancy (CO's/RENTALS)
- \$85.00 Conditional Certificate of Occupancy (C.C.O.)
- \$150.00 90 Day Certificate without an Occupant

#### TRANSFER OF TITLE FEE (SALES)

- \$125.00 Sale of a Single Family or a Condo Unit
- \$150.00 Sale of a Two-Family/Two Dwelling on One Lot
- \$170.00 Sale of Three-Unit Dwelling
- \$200.00 Sale of a Four-Unit Dwelling
- \$225.00 Sale of a Five-Unit Dwelling
- \$375.00 Sale of a Six to Ten Unit Dwelling
- \$500.00 Sale of an Eleven to Fifteen Unit Dwelling
- \$575.00 Sale of Sixteen to Twenty Units
- \$50.00 Sale of each additional Unit over Twenty Units
- \$50.00 DUMPSTER PERMITS
- \$15.00 NAME CHANGES
- \$20.00 LEAD HAZARD ASSISTANCE FUND

### BUYER'S AFFIDAVIT

Date \_\_\_\_\_

If this is a Multiple Dwelling it must be registered with the State. If not, then the buyer must be made aware of same as well as the corresponding regulations and requirements for Multiple Dwellings under N.J.A.C. 6:10- Maintenance of Hotels and Multiple Dwellings.

As the new owner of a Hotel/Multiple Dwelling, I acknowledge that I must apply for a Certificate of Registration with the Bureau of Housing Inspection within thirty (30) days of this Transfer.

If you have any questions, please call the Bureau at (609) 292-6415, or write to:

BUREAU OF HOUSING INSPECTION  
CN810  
TRENTON, NJ 08625-0810

Buyer's Signature \_\_\_\_\_

### OWNER'S ACKNOWLEDGMENT

Date \_\_\_\_\_

If this is a Multiple Dwelling, the inspection should encompass the requirements of the Hotel and Multiple Dwelling Code as well as local requirements.

The owner or his/her representative should be made aware of this at the time of inspection.

MUNICIPAL CODE 24-6:PM-106.5 Transfer of Ownership; It shall be unlawful for the owner of any dwelling unit or structure who has received a compliance order or upon whom a notice of violation has been served to sell, transfer, mortgage, lease or otherwise dispose of to another until the provisions of the compliance order or notice of violation have been compiled with, or until such owner shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the code official and shall furnish to the code official a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition for making the corrections or repairs required by such compliance order or notice of violation.

Owner's Signature \_\_\_\_\_

Please take notice that the approved Transfer of Title is acceptable as a Certificate of Occupancy for an Owner/Occupant.

I ACKNOWLEDGE THE ABOVE REQUIREMENTS, AND BY AFFIXING MY SIGNATURE I AM ATTESTING THAT I AM IN COMPLIANCE WITH THESE REGULATIONS.

Signature \_\_\_\_\_ Date \_\_\_\_\_



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## CHECKLIST FOR CERTIFICATE OF OCCUPANCY AND TRANSFER OF TITLE INSPECTIONS

Please note, this is only a guide - Properties must comply with ALL sections of the City's Property Maintenance Code at all times.

For all rental properties, as per Ordinance 12-7.2, any change of occupancy, requires a new application and inspection for a C.O., whether the occupancy is temporary, seasonal or permanent.

For all resales of residential or commercial properties, as per Ordinance 12-7.1 et seq., a proposed sale requires an application and inspection for a T.O.T. prior to the closing of title.

### INTERIOR OF PROPERTY

- No cracks in door jambs
- All walls must have cracks filled, sanded and uniformly and properly painted
- All trim must be painted
- Any flaking paint must be scraped, sanded and repainted
- All windows must be operable, open and close freely, must stay in position when opened without supports, and have window locks installed
- Radiators must be painted, clean, safe and free of leaks. Hot pipes from radiators must be insulated
- Carpeting must be clean and free of tears
- If any room is paneled, all paneling must be secured to walls, without gaps, and not loose
- Any stained or missing tiles in drop ceilings must be replaced with clean tiles
- All electrical wall and ceiling light fixtures must have globes or shields
- Ground fault interrupters (GFI) outlets must be installed in kitchens, bathrooms and laundry rooms, where outlet is within 6' of any water sources. Bathrooms must have at least one approved outlet
- All electrical outlets and switches must have covers and be in good working order
- Extension cords shall not be used as permanent wiring, nor shall they be installed on or through walls, floors, ceilings, or from room to room
- All electric wires must terminate in approved boxes that must be closed off
- Bathroom fixtures may not be used as a source of power unless existing.
- All furnaces must have an emergency shut off marked with a red cover
- All floors must be uniform [stained, painted or floor covering/carpet properly installed). Floor covering must be in good repair and sanitary. Sub-flooring is not acceptable.
- Bath and kitchen must have non-porous floor covering, impervious to water (tile or linoleum, etc.)
- All utilities and appliances must be clean, sanitary and in working order (sinks, bathtubs, showers, stoves, refrigerators)

- All plumbing fixtures must be operable, in good working order, without leaks
- Broken window glass or windows with cracks must be replaced
- All windows and doors must be weather tight. Windows must have screens between May 1st and Oct 1st
- All handrails and guardrails must be secure, in good condition and have no missing or broken spindles
- Door connecting a garage to living space must be fire rated
- All flue connections must be tight and sealed
- Water heaters must have pressure relief valve with an extension tube extended to within 6" of the floor
- Furnace must be in safe and working condition
- A smoke detector must be installed on each level of unit, and within ten (10) feet of every bedroom
- Smoke detectors within 5' of a kitchen or bathrooms must be photoelectric
- Carbon monoxide detectors must be installed outside of all bedrooms, and within ten (10) feet of every bedroom
- Bathrooms and bedrooms must have working doors that fully open and close, freely and properly
- All kitchen and bath cabinets must be installed at proper height, secured to walls, sanitary and in good repair and have handles installed to open and close
- All living spaces must be free from infestation of rodents, insects and pests
- All living spaces must be thoroughly clean throughout, and ready for occupancy at the time of inspection
- Fireplaces and wood burning stoves must be certified as to their safe and proper working condition by a certified chimney sweep
- All work performed during ownership requiring permits must have been properly permitted and inspected
- All open UCC permits must have a completed, passed final inspection on file in the Construction Department prior to inspection
- No keyed locks or deadbolts are permitted on interior doors

### EXTERIOR OF PROPERTY

- No flaking or peeling paint
- All trim in good condition
- Foundations and exterior walls must be in good repair with no holes or cracks
- Must have visible numbers on house; minimum of 3"
- All sidewalks and steps must be free of cracks, level and free of hazardous conditions/tripping hazards
- All exterior electrical outlets shall be GFI; permits required
- Permits for work performed must have been obtained and properly closed, with all passed inspections

For multiple dwellings (premises having 3 or more dwelling units) - the following requirements apply:

- A chain guard installed on the entry door
- A peephole on entry door
- A dead bolt lock installed on entry door (double cylinder locks not permissible)
- A unit identification number or letter on the outside of entry door
- All Multiple Dwellings must be registered with the State of NJ DCA

**\*\* Avoid a Re-Inspection fee -- Correct any deficiencies before the inspectors perform their inspections**