

PROPERTY ADDRESS

REQUIRED FOR INSPECTIONS

LLC INFORMATION

President of Corporation's

First and Last Name: _____

Home Address: _____

Telephone # _____ Cell# _____

MANAGEMENT for LLC

Name: _____

Address: _____

Telephone# _____ Cell# _____

INSPECTION DAY SIGN-OFF SHEET

DATE: _____

ARRIVAL TIME: _____

END OF INSPECTION TIME: _____

Signature: _____

Please check with the Construction Department to make sure all permits are closed for the property listed below. Checking up front will prevent delays for the inspection dates.

Address: _____

Open Permits: Yes/No

Number of Open Permits _____



**CITY OF ASBURY PARK
CODE ENFORCEMENT OFFICES**

**APPLICATION FOR CERTIFICATE OF INSPECTION
FOR TRANSFER OF TITLE**

T.O.T.#

1 Municipal Plaza
Asbury Park, N.J. 07712
775-2100

DATE

BLOCK..... LOT.....

Application is hereby made for inspection, approval and issuance of a certificate of inspection for occupancy for the following dwelling unit as provided by revised municipal ordinance Chapter 24.

Property Address

One/Two Family _____, Hotel _____, Multiple Dwelling _____, Other

Present Owner..... Phone#.....

Owner's Address

Name of Buyer..... Phone#.....

Present Residence..... Emerg. Phone#.....

New Owner's..... New Owner's Soc. Sec. #.....

Drivers Lic. #.....

Number of persons to occupy premises..... Number of Bedrooms.....

24-3.18 ". . . Every owner of a dwelling unit who does not reside in the city or within a 25 mile radius of the city shall appoint an agent in charge of the rental premises".

Name of rental agent/manager/supt. Phone #

Agent's Address..... Emerg. Phone #

Inspection Date:..... Time:..... Contact Phone #

THIS APPLICATION MUST BE LEGIBLY FILLED OUT IN IT'S ENTIRETY. FAILURE TO DO SO MAY RESULT IN DELAY.

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.

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, misrepresentation or falsification is punishable by law.

Applications provided by persons other than the owner or his registered agent must be accompanied by a notarized letter authorizing same.

Signature of Owner/Agent

SEE OTHER SIDE

OFFICE USE ONLY

FEE: Received by

INSPECTED BY DATE CERTIFICATE ISSUED TO

Tax Assessor Assessment of number of units on property, Assessor's initials Date

If rental, is it registered?Registrar's initials, Date

If unregistered, you must do so in the City Clerk's office and provide copy of same.

If rental, list all occupants present and the corresponding unit numbers:

- | | |
|----------|-----------|
| 1. _____ | 7. _____ |
| 2. _____ | 8. _____ |
| 3. _____ | 9. _____ |
| 4. _____ | 10. _____ |
| 5. _____ | 11. _____ |
| 6. _____ | 12. _____ |

If rental you must have Certificates of Occupancy for all tenants, if yes, Secretary's Initials, if not you must obtain current CO's for all occupants prior to Transfer of Title Inspection.

If this is a Multiple Dwelling it must be registered with the State, Yes, No 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. 5:10 - Maintenance of Hotels and Multiple Dwellings.

AFFIDAVIT

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
CN 810
TRENTON, NJ 08625-0810

Date: _____
Buyer's Signature

Memo to the Inspector/s:

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 complied 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.

Date: _____
Owner's Signature

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

CARBON MONOXIDE ALARMS

EFFECTIVE IMMEDIATELY

CARBON MONOXIDE ALARMS ARE NOW REQUIRED IN ONE AND TWO-FAMILY DWELLINGS. BECAUSE THE REQUIREMENT HAS NO IMPACT ON THE DESIGN OF A 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.

I ACKNOWLEDGE THE ABOVE REQUIREMENT, AND BY AFFIXING MY SIGNATURE I AM ATTESTING THAT I AM IN COMPLIANCE WITH THE REGULATION:

(signature)

TRANSFERS OF TITLE

TRANSFERRED No Occupancy Permitted

-To occupy the property a valid Certificate of Occupancy must be secured

PASSED

Occupancy Permitted, Owner or Tenant with a C/O

PASSED

Owner Permitted to Occupy with violations

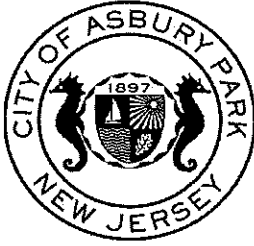
-A letter of intent to abate the violations within 30 days of closing is required
-The buyer must contact this department (732-502-5740/42) to advise us of closing date, and subsequently to have the required inspection,

OR

-The seller will abate the violations prior to closing of within 30 days of the inspection in the event there is no closing.

PERMITS MAY BE REQUIRED FOR REPAIRS

It is your obligation to check with the Construction Department for requirements. This will help you to avoid delays and possible penalties. In accordance with the Uniform Construction Code, the responsibility for open permits transfers with the property.



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

DEPARTMENT OF
CODE ENFORCEMENT AND
NEIGHBORHOOD PRESERVATION

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.

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

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 and 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 source. 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 bathroom 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

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**

ORDINANCE NO. 3042

NEW FEES ESTABLISHED AS OF APRIL 3, 2013

CERTIFIED BY STEPHEN M. KAY, CITY CLERK ON APRIL 4, 2013

CERTIFICATES OF OCCUPANCY

\$100.00	Certificates of Occuopancy (C.O.'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 a 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

DUMPSTER PERMITS \$50.00

NAME CHANGES \$15.00