



**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 Phone#

New Owner's New

Drivers Lic. # Owner's Soc. Sec. #

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 #

Emerg. Phone #

Agent's Address 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

Buyer's Signature

Date:

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.

Owner's Signature

Date:

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