

CITY OF ASBURY PARK  
ONE MUNICIPAL PLAZA  
ASBURY PARK, NEW JERSEY 07712

PHONE: (732) 775-2100  
WWW.CITYOFASBURY PARK.COM



**JOHN MOOR, MAYOR**  
**AMY QUINN, DEPUTY MAYOR**  
EILEEN CHAPMAN, COUNCILPERSON  
YVONNE CLAYTON, COUNCILPERSON  
JESSE KENDLE, COUNCILPERSON

DONNA M. VIEIRO, CITY MANAGER  
MELODY HARTSGROVE, RMC, CITY CLERK

**Code Enforcement Department COVID-19 Emergency Protocol**  
**Effective March 30, 2020 (information updated 3/31/20)**

The City of Asbury Park's Code Enforcement Department will be performing Preliminary Virtual Inspections, pursuant to procedures solely acceptable to the City, due to the serious public health emergency created by COVID-19 and the hazard it poses to its employees and the public. Starting March 30, 2020, Preliminary Virtual Inspections will be in effect until further notice to allow for the completion of property sales and new tenants. Please note, Preliminary Virtual Inspections will not result in the issuance of Certificates of Occupancy and Transfers of Title.

**Preliminary Virtual Inspections Process:**

- ✓ To schedule a Preliminary Virtual Inspection, property owners/sellers and tenants/buyers must submit the following two documents by email to the assigned inspector ([adan.magana@cityofasburypark.com](mailto:adan.magana@cityofasburypark.com), [ronica.dinkins@cityofasburypark.com](mailto:ronica.dinkins@cityofasburypark.com), [ric.thornborough@cityofasburypark.com](mailto:ric.thornborough@cityofasburypark.com)):
  - A signed/notarized copy of the attached Certification Form (digital signatures will be accepted)
  - A completed Certificate of Occupancy or Transfer of Title Application
- ✓ Upon receipt of the above-mentioned documents, the Code Enforcement Department will reach out to schedule the Preliminary Virtual Inspection.
- ✓ The original signed/notarized Certification Form, completed C.O.O. or T.O.T. application, and payment MUST also be mailed to the Code Enforcement Department (1 Municipal Plaza, Asbury Park, NJ 07712) or left in the drop box to the left of the entrance at 1 Municipal Plaza.
- ✓ Important Note: Scheduled Preliminary Virtual Inspections are subject to cancellation should the original documents and payment not be received by the inspection date.
- ✓ A Preliminary Virtual Inspection is required for closing of properties or to allow rental tenants to move into properties. Property owners/sellers shall provide a copy of all signed documents to the tenants/buyers prior to the closing/move-in date. Failure to abide by these requirements will subject owners/sellers and tenants/buyers to legal fines and other penalties.
- ✓ Please note: All properties receiving a Preliminary Virtual Inspection will still be required to receive a full and final Certificate of Occupancy/Transfer of Title inspection once COVID-19 restrictions are lifted and the City of Asbury Park's Code Enforcement Department receives clearance to perform full inspections.

Notice will be provided to owners/sellers and their representatives should the current Code Enforcement Department COVID-19 Emergency Protocol policy change, and when restrictions on full inspections are lifted.

For questions, contact the Code Enforcement Department at 732-502-5742 or by email [tamica.smith@cityofasburypark.com](mailto:tamica.smith@cityofasburypark.com).

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## **Certification of Buyer, Seller and Realtors**

*The term “I” and “me” refer to each individual who signs this Certification. If an individual is executing this Certification on behalf of a corporate entity, then the individual warrants and represents that he/she is authorized to make the representations set forth herein and to bind the corporate entity to same.*

*I understand and acknowledge that, due to the serious public health emergency created by the Coronavirus (COVID-19), and the State of Emergency declared by the Governor through Executive Order 103, the City of Asbury Park (the “City”) has suspended all in-person inspections for Certificates of Occupancy (“C.O.”) and Transfers of Title (T.O.T.”), which inspections are ordinarily required by municipal ordinance, in an attempt to protect the health, safety and welfare of the City’s employees. With full knowledge of same, I am nevertheless requesting the ability to close title to, or to otherwise permit occupancy of, the premises referenced below until such time as the City resumes full operations and in-person inspections once again.*

*I have reviewed the list of items that must be satisfactorily addressed in order to qualify for a C.O. and/or T.O.T. for the premises referenced below, which list was provided by the City. I hereby certify that ALL required items associated with the requested C.O. and/or T.O.T. have been satisfactorily addressed, and that no fire or construction deficiencies, or open permits, exist relating to the premises referenced below. I understand and acknowledge that the City is relying upon the veracity and accuracy of the statements made in this Certification, and that if any of the foregoing statements made by me is willfully false, I will be subject to violations and punishment to the fullest extent of the law.*

*I further understand and acknowledge that, notwithstanding my completion of this certification, no C.O. or T.O.T. shall be issued for the premises until the necessary in-person inspections have been made by the City as soon as full City operations resume. Each of the persons signing below further acknowledges and agrees that the City is unable to conduct an in-person inspection of the premises at this time and that, as a result, each of the below signatories assumes all risk that the premises may not be in compliance with the City’s construction and fire codes and that that latent and apparent fire, building conditions and other hazards may exist. Nevertheless, I am requesting that the City allow me the ability to close title to, or to otherwise permit occupancy of, the premises referenced below based upon the representations set forth herein.*

*Each of the undersigned hereby indemnifies, waives, saves and holds harmless the City, its elected officials, employees, professionals, insurance funds and other agents from and against any and all liability relating to personal injuries, including death, and/or property damage, along with attorney’s fees associated therewith, which may be sustained to any individual as a result of any construction or fire issues associated with the premises referenced below, or any misrepresentations made herein.*

*Each of the persons signing below represents that they have sought and have had the assistance of an attorney of their own choosing who has reviewed this Certification and provided them with advice and counsel on the meaning of each of the terms and conditions of this Certification and the obligations and waiver of claims each of them has accepted and/or provided. Each signatory below also represents and warrants that they have provided below the complete and accurate name of the law firm and attorney that they have retained for the foregoing purpose.*

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**Certification of Buyer, Seller and Realtors / Signature Page**

To complete this form, sign on all lines and notarize this document (digital signatures will be accepted). To schedule preliminary virtual inspections, email completed form to the assigned inspector. The original copy MUST be mailed to the City of Asbury Park Code Enforcement Department at 1 Municipal Plaza, Asbury Park, NJ 07712 or left in the drop box to the left of the entrance at 1 Municipal Plaza.

Code Enforcement Inspector emails: [adan.magana@cityofasburypark.com](mailto:adan.magana@cityofasburypark.com);  
[ronica.dinkins@cityofasburypark.com](mailto:ronica.dinkins@cityofasburypark.com); [ric.thornborough@cityofasburypark.com](mailto:ric.thornborough@cityofasburypark.com)

**PROPERTY FOR WHICH INSPECTION IS REQUESTED (THE "PREMISES")**

\_\_\_\_\_  
Address of Property

\_\_\_\_\_  
Block

\_\_\_\_\_  
Lot

\_\_\_\_\_  
Applicant's Signature & Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Attorney, Firm Name, Address & Phone Number

STATE OF NEW JERSEY  
  
COUNTY OF MONMOUTH

SS:

I CERTIFY that on \_\_\_\_\_, 2020, \_\_\_\_\_, personally came before me and acknowledged under oath, to my satisfaction, that this person (or if more than one, each person):

- (a) was the maker of this Certification;
- (b) executed this Certification as his/her own act; and,
- (c) made this Certification for \$1.00 as the full and actual consideration paid or to be paid for the same. (Such consideration is defined in N.J.S.A. 46:15-5.)

\_\_\_\_\_  
Notary Public

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**Certification of Buyer, Seller and Realtors / Signature Page (continued)**

\_\_\_\_\_  
Property Owner/Seller's Signature & Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Property Owner/Seller's Attorney, Firm Name, Address & Phone Number

STATE OF NEW JERSEY

SS:

COUNTY OF MONMOUTH

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\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Tenant/Buyer's Signature & Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Tenant/Buyer's Attorney, Firm Name, Address & Phone Number

STATE OF NEW JERSEY

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**Certification of Buyer, Seller and Realtors / Signature Page (continued)**

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Property Owner/Seller's Realtor's Signature & Printed Name & Name of Real Estate Firm

STATE OF NEW JERSEY

SS:

COUNTY OF MONMOUTH

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Notary Public

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Tenant/Buyer's Realtor's Signature & Printed Name & Name of Real Estate Firm

STATE OF NEW JERSEY

SS:

COUNTY OF MONMOUTH

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Notary Public