

**Pennsauken Township**  
**Requirements for the issuance of a**  
**Temporary Certificate of Occupancy**

This document is required to be signed and notarized from the prospective buyer(s) for a bank owned/foreclosed property (including Quick or Short Sales), a HUD or Sheriff's sale property or an Estate with no surviving relatives. This is a ***mandatory requirement*** for the Township when a Temporary Certification of Occupancy is requested by the buyer(s) in order to proceed to settlement. The Township has the right to request a copy of legal documentation to confirm the status of the property.

I, \_\_\_\_\_ (the buyer(s)) for the property located at \_\_\_\_\_ have received the written Notice of Violation and Order to Correct with regard to the Housing Code inspection for the Resale/Transfer of Ownership for the above listed residential property. My current address and contact phone information is as follows: \_\_\_\_\_  
\_\_\_\_\_.

**Please circle and initial each item** listed below to indicate you ***fully understand*** every item included in your written report. This signed and notarized document must be submitted to our office ***no later than five (5) full business days prior to settlement*** to allow sufficient time to process your paperwork for settlement. **Remember you must circle and initial each item before you submit this document.**

- I have received and reviewed the list of violations regarding the resale of the property. I ***fully understand*** the violations listed in the report.
- I ***will accept*** full responsibility for all violations ***including*** work that may have been performed by the previous owner.
- I ***will be responsible*** for any and all work performed by the previous owner that required a permit but was performed ***without a permit***.
- I ***will accept*** full responsibility to ***obtain any/all permits*** that may be required in order to satisfy all previous and/or current violations.
- If I have ***any questions or need further explanation*** regarding the report ***prior to settlement***, it will be ***my responsibility*** as the buyer to contact the inspector listed on the written report to clarify any items that I do not understand.
- I ***will be responsible*** to complete all repairs and call for all final inspections including permit related work by the compliance date listed on my report.
- Should I fail to comply with any Township requirements, ***I understand*** that I may be subjected to Municipal Court fines and penalties for failure to comply with the Transfer of Ownership. I ***fully understand*** that I have a maximum of 90 days from the date of settlement to make all required repairs and to schedule all final inspections. **I FULLY UNDERSTAND FAILURE TO COMPLY WITH THIS AGREEMENT WILL WARRANT A MUNICIPAL COURT SUMMONS WITH ASSESSED FINES AND PENALTIES.**

- If for any reason, the sale of this property does not proceed to the scheduled settlement, I understand that I must inform the Township that I did not purchase the property and I must return the original Certificate of Occupancy issued to me by the Township.
- At this time I have no questions or concerns regarding the violation list and I am accepting full responsibility and will comply with the transfer of ownership of the property within the required time frame.

Buyer signature \_\_\_\_\_ Date submitted \_\_\_\_\_  
Printed Name \_\_\_\_\_

Buyer signature \_\_\_\_\_ Date submitted \_\_\_\_\_  
Printed Name \_\_\_\_\_

Sworn to and subscribed to before me  
this \_\_\_\_ day of \_\_\_\_\_, 20 .

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Notary Public