

To Whom It May Concern: The following process must be strictly followed for the Transfer of Ownership to take place for the following scenarios; a bank owned property, a rental property, a HUD property, Sheriff's sale property, an Estate with *no* surviving relatives, or a property that has been vacant for six months or more.

- An application for the transfer of ownership must be submitted and a fee of \$100 paid to the Township of Pennsauken to begin the process.
- An interior and exterior inspection of the property will take place.
- A written report of violations will be sent to the contact listed on the Housing Code inspection/Resale application form.
- The new buyer must review the list and submit our notarized letter to the Township prior to settlement indicating that they have reviewed the list, understand the required repairs, and that they are taking full responsibility for the required repairs. At that time, the seller of the property will be relieved of the responsibility for the necessary repairs.
- A temporary Certificate of Occupancy will be issued in the name of the new buyer for settlement purposes only when the previous stated steps have been completed and the required notarized documentation has been submitted to the Township.
- The completion of the repairs must conform to the Township's compliance date which will be determined based on the extent and number of repairs required as a result of the initial inspection. **The new buyer will have a maximum of 90 days to make the repairs. FAILURE TO COMPLY WILL WARRANT A MUNICIPAL COURT SUMMONS WITH ASSESSED FINES AND PENALTIES.**
- Depending on the extent of the repairs, the Township will require an escrow amount to be held by the lender based on the estimated cost of repairs for the property.
- Only when the Township has completed the final inspection and all of the violations on the property have been abated will the Township issue a final Certificate of Occupancy.

PLEASE NOTE: The Housing Resale Procedures for *a currently occupied* property differs slightly.

- Complete a request form for the Housing Code Inspection and submit payment of \$100 made payable to the Township of Pennsauken in order to schedule the initial interior and exterior inspection. This fee also includes one reinspection when the repairs are completed.
- You will receive a written report with regard to any violations found at the property after the inspection has been completed. Should you have any questions about the report, the inspector's name and contact phone number are included in the report as a convenience. **It is your responsibility to contact the inspector.**
- You have **thirty (30) days** to complete any repairs or violations listed in your original report. If you should require additional time to complete the repairs, **we must receive a written request** and it must be approved by our office.
- When the repairs are completed you are strongly encouraged to immediately call 856-665-1000 x 134 to schedule a reinspection of the property. **A final reinspection must be scheduled at least five (5) business days prior to your settlement. Failure to do so on your part as the Seller or Real Estate representative may result in the delay of your settlement**
- If the repairs **do not pass** the reinspection and follow up inspections are required, there will be an **additional fee charged each time our inspector must return to the property and must be paid before the reinspection is scheduled. The fee schedule is as follows:**
 - **Two or more weeks prior to settlement the fee shall be \$25**
 - **Between 7 and 13 days prior to settlement the fee shall be \$50**
 - **Between 3 and 6 days prior to settlement the fee shall be \$75**
 - **Two days or less prior to settlement the fee shall be \$100**
- The initial inspection request and **results are valid for nine (9) months. When the nine month inspection period has expired the report will be purged.**
- All open construction permits must be closed before a clear Certificate of Occupancy will be issued. The Construction Office may be reached directly at 856-665-1000 x 130 or 131 to schedule final inspections to close all permits.
- **PLEASE SCHEDULE YOUR SETTLEMENT DATES ACCORDINGLY.**
- You must also contact the Office of Fire Prevention at 856-665-0774 to schedule a fire inspection for the property **prior to settlement in order to obtain the required NJ State Fire Certification.**
- **Failure on the behalf of the seller/buyer or realtor to comply with any of the requirements for Pennsauken Township's Transfer of Ownership procedures and the issuance of a Certificate of Occupancy will result in a court summons with associated fines and penalties.**
- For further information in regard to our Housing Resale Process, please contact Barbara at 856-665-1000 x 134.