



## Department of HOUSING / PROPERTY MAINTENANCE

### Housing Resale & Fire Certification Information

It is the Township's goal to provide you with all the information and tools you will need to ensure a smooth and effortless transfer of ownership for your property. By Township Ordinance all one and/or two-family dwellings are required to have a housing resale inspection completed for the interior and exterior of the property and obtain a Certificate of Inspection prior to settlement. Planning for this process is very important. It's important to leave enough time between your inspection and your Settlement date to ensure that you receive the Housing Resale Certificate of Inspection prior to your Settlement date.

#### HOUSING RE SALE & FIRE CERTIFICATE INSPECTION

To receive a Housing Resale Certificate of Inspection and Fire Certificate you should complete the attached form. The fee is **\$175.00** (\$100 for the Housing Resale Certificate and \$75 for the Fire Certificate). The completed form should be submitted to the Housing Department, along with the required fee. When the form and fee are received by the Housing Department the housing resale inspection will be scheduled.

If the property passes the initial housing inspection, the Housing Resale Certificate of Inspection and Fire Certificate will be issued.

If the property fails the initial housing inspection, you will receive a copy of the Housing Resale Inspection Report approximately 2 to 3 days after your initial inspection for your review.

#### OBTAINING A TEMPORARY CO

If the buyer agrees to take responsibility for the violations listed on the Housing Resale Inspection Report, they must request an Affidavit for a Temporary CO, provided by the township. **Only the Buyer can request a Temporary CO.** By signing the Affidavit, the Buyer is stating that they have received, read, and understand the Housing Resale Inspection Report and are taking full responsibility for correcting all violations listed on the report as well as obtaining the Final CO.

If the Housing Resale Inspection Report states that there can be no occupancy until a final CO is issued, then the Temporary CO will be issued "For Work Only" as a condition to receive the Temporary CO. The Affidavit must be completed, signed, notarized and brought to the Housing department prior to settlement. Once the Township receives the notarized Affidavit, a temporary certificate of occupancy will be issued.

**NOTE:** Once the Temporary CO is used by the Buyer at settlement, the inspection report and the violations on the report become their responsibility.

## CONSTRUCTION PERMITS

Any required construction permits will be noted on your report, as well as any open permits on record for the property. Required permits may include work already done to the property that was completed without obtaining a permit. To acquire a construction permit you must first complete the permit application process. You can find the permit application and any applicable forms on the township website under Construction. You will need to bring with you a plan for the work you are completing, the cost of the work and if you are using a contractor, you must have their contact information as well as a copy of their NJ business license.

All permits must be obtained, inspected and pass inspection before the Township will issue a final Certificate of Inspection for settlement purposes. Failure to apply for and obtain the permits in a timely manner may delay your settlement date. **It's important to understand that the housing resale inspection is separate from the permit inspection.** The housing resale and fire inspections are completed by the township **housing department** inspectors. Permit inspections are completed by our licensed **construction department** inspectors for any permit required work.

**NOTE: The property must pass the housing inspection and all open permits must be closed before the Housing Resale Certificate of Inspection is issued.**

## CONTACT INFORMATION

To submit the Housing Resale Inspection application or to schedule an inspection, please contact Suzanne Paul at 856-665-1000 X133 or by email at [spaul@pennsauken.gov](mailto:spaul@pennsauken.gov). Ms. Paul can answer any questions you may have on completing the form and can assist you in scheduling the inspection.

To submit a Permit Application or to schedule a permit inspection, please contact the Construction department at 856-665-1000 X129 or by email at [building@pennsauken.gov](mailto:building@pennsauken.gov). The Construction department can answer any questions pertaining to the permit application process, provide the permit application and any additional information, as well as assist you in scheduling a permit inspection.

If you have a question regarding any violation noted on the Housing Resale Inspection Report, please contact the inspector whose name and contact phone # is listed on the last page of the Report. The inspector will be able to clarify any question you may have regarding a specific violation.

If you need any other assistance, have any concerns, or to obtain the Housing Resale Certificate of Inspection and Fire Certificate, please contact the Manager of the Housing Department Patte Magro at 856-665-1000 X145 or by email at [pmagro@pennsauken.gov](mailto:pmagro@pennsauken.gov).