



**BOROUGH OF SOUTH RIVER
PROPERTY MAINTENANCE**

IMPORTANT NOTICE!

RESIDENTIAL RESALE CERTIFICATE

In order to prevent any problems concerning closings, please make sure any outstanding Building/Construction Department permits have been inspected and closed out.

If new work was performed without the proper Building/Construction Department permits, make sure the appropriate permits have been filed and and final inspections completed prior to scheduling the Resale Certificate.

***ONLY SINGLE FAMILY OWNER OCCUPIED STRUCTURES ARE EXEMPT FROM THE REQUIREMENT OF NJ STATE LICENSED ARCHITECTS' SEALED DRAWINGS FOR PERMITS.**

***ALL OTHERS REQUIRE NJ STATE LICENSED ARCHITECTS' SEALED DRAWINGS FOR PERMITS.**

FAILURE TO FOLLOW THE ABOVE PROCEDURE WILL ONLY DELAY YOUR CLOSING.

A RESIDENTIAL RESALE CERTIFICATE IS A PRIOR APPROVAL AND ONLY AFTER RECEIVING SUCH CERTIFICATE WILL OCCUPANCY BE PERMITTED.

**PLEASE CONTACT: CAROLYN LABELLA
SECRETARY
BOROUGH OF SOUTH RIVER, PROPERTY MAINTENANCE
48 WASHINGTON ST
SOUTH RIVER, NJ 08882
732-257-1999, EXT. 0**

THIS CERTIFICATE IS GOOD FOR 60 DAYS!



RESIDENTIAL RESALE CERTIFICATE APPLICATION

(Please Fill Out Form Completely/Payment Due at this time)

Date: _____ Payment: _____

Property
Address: _____ Units _____ Block _____ Lot _____

Property
Owner: _____ Phone# _____

Owner
Address: _____

Contact
Person: _____ Phone# _____ Email: _____

Buyer(s) Name(s) and personal telephone number:

Dwelling Details:

Total Rooms: _____ Total Bedrooms _____ Total Bathrooms _____

Is there a Basement? _____ Is there an Attic? _____ Is there a Garage? _____

Any existing work done without permits? _____

Fee Schedule: (NOT REFUNDABLE)(CASH, CHECK OR MONEY ORDER ONLY)

\$100.00 per unit for 1st inspection resale _____

\$100.00 per unit for 2nd inspection resale _____

\$125.00 per unit for 3rd inspection resale _____

CERTIFICATION:

I hereby certify that I am either the legal property owner or am authorized by the legal property owner to make this application.

Signature: _____ Date: _____

1. Electric, water, and gas utilities must be turned on. 301.2
2. House numbers must be 4" minimum in height with contrasting background. 304.3
3. Clothing dryer exhaust hose must be approved metal pipe free of obstructions (no screws)
Please show where it enters the wall. 403.5
4. All sliding glass doors must be secured with a minimum of two locking devices and must be free of obstructions and safe to use. 603.1
5. All interior / exterior handrails and guards must be secured and are required on all stairs where there are 4 or more risers and landings over 30 inches above grade. Graspable handrails are required on one side and must return to the wall or a post. 307.1
6. All steps and porches shall be in good safe condition. 304.1.1 #12 304.10
7. All sidewalks, curbs, curb cuts, and aprons shall be in good safe condition. 302.3
8. All exterior property must be free of overgrowth and maintained in good condition. 302.4
9. All interior areas must be clean. 305.1
10. Windows must be caulked 304.13
11. Kitchen cabinets, counter, and sink must be clean. 305.1
12. Kitchen exhaust fan must be clean and operable and stove must be clean and have an anti tipping device. 504.3 603.2
13. Refrigerator must be clean
14. Clean, regrout, and recaulk bath tub and tiles as necessary. 504.1
15. All faucets and waste plumbing pipes must be free of leaks. 504.1
16. Sump pumps cannot discharge into sanitary sewer. 507.1
17. Water heater must be in good repair. Please show vent pipe on top. 505.4
18. All windows must be clean, properly maintained, free of cracks, properly glazed, with proper locking devices, operable with one hand, and have screens installed. 604.18.2 304.14
19. Screen / Storm doors shall be in good condition with closers installed. 304.15
20. Door sills shall be in good repair. 304.11 #9
21. Interior staircases shall be clean and safe. 305.3 305.4
22. Apartment entry doors must be solid core, self closing, with chain locks and peep hole. 5:10.1
23. Door locks must be THUMB LATCH STYLE, no double key cylinder deadbolts or hasps with locks. 304.18.1
24. Property must be free of electrical hazards no extension cords used as permanent wiring, please show inside of electrical panel box. 604.4 605.4
25. All switches and outlets must have covers and all light fixtures must have globes. 604.3
26. All floor coverings must be free of worn areas, rips, cracks and be secure throughout. 304.1.1.9
27. All heating outlets and baseboard covers must be permanent and secured to wall. 603.1
28. All bedrooms and bathrooms must have privacy doors with bedroom/privacy locks. Not keyed locks.
29. Sliding entry and closet doors must have pulls or handles and operate freely with guides at bottom 305.2
30. All closet poles and shelves must be secure. 305.2
31. Heating system must be safe and provide sufficient heat during the period of October 1st to May 1st 602.3. Include pictures of vent pipe on top of furnace
32. All swimming pools and pool barriers shall be code compliant 603.1 603.2