



**SAMPLE ONLY, YOU WILL NEED
3-PART FORM IN OFFICE**

Application # _____

Block _____ Lot _____

**TOWNSHIP OF FRANKLIN
APPLICATION and
CERTIFICATE of OCCUPANCY TRANSFER**

Applications should be filed with the Community Development Office at least 30 days prior to the anticipated settlement/occupancy.

OFFICE USE ONLY

INSPECTION FEE \$ _____	RE-INSPECTION FEE \$ _____	RE-INSPECTION FEE \$ _____
RECEIVED BY _____	RECEIVED BY _____	RECEIVED BY _____
DATE RECEIVED _____	DATE RECEIVED _____	DATE RECEIVED _____
CHECK NUMBER _____	CHECK NUMBER _____	CHECK NUMBER _____

Address to be inspected: _____

BLOCK _____ LOT _____ IS DWELLING VACANT ___ YES ___ NO SELLING PRICE _____

CURRENT OWNER

(NAME) _____ (ADDRESS) _____ (TELEPHONE #) *Check if Unlisted* _____

PROSPECTIVE BUYER / TENANT

(NAME) _____ (ADDRESS) _____ (TELEPHONE #) *Check if Unlisted* _____

REALTORS

(FOR OWNER) _____ (TELEPHONE #) _____ (FOR BUYERS) _____ (TELEPHONE #) _____

RESALE _____ RENTAL _____ OTHER _____ SETTLEMENT/OCCUPANCY DATE _____

TYPE OF DWELLING:

___ SINGLE FAMILY DETACHED ___ TWO FAMILY ___ TWIN ___ DUPLEX
___ APARTMENT ___ CONDOMINIUM ___ OTHER ___ MOBILE HOME

LIST THE FOLLOWING:

___ DETACHED GARAGE ___ ATTACHED GARAGE ___ STORAGE BUILDING ___ SHED

(DATE) (PRINT CURRENT OWNER OR AGENT ABOVE) _____

SIGNATURE OF CURRENT OWNER OR AGENT: _____

**A COPY OF A SIGNED LEASE AND/OR AGREEMENT OF SALE ON ALL RENTALS AND PROPERTIES SOLD AS IS SHALL BE REQUIRED.
ALL RENTAL PROPERTIES SHALL BE REGISTERED WITH THE TOWNSHIP AND ARE SUBJECT TO A YEARLY INSPECTION.**

DATE OF INSPECTION	BY	TIME	PASS	FAIL

CERTIFICATE OF OCCUPANCY TRANSFER APPROVED

(Print Inspector's Name)

(Signature)

(Date)

ZONING RECORD _____
PROPERTY RECORD _____
CONSTRUCTION RECORD _____
LANDLORD REGISTRATION _____

**COMMUNITY DEVELOPMENT DEPARTMENT
TOWNSHIP OF FRANKLIN
1571 DELSEA DRIVE
Franklinville, NJ 08322
Phone: 856-694-1234 X145
Fax: 856-694-2823**

CERTIFICATE of OCCUPANCY TRANSFER INFORMATION/CHECKLIST

- A Certificate of Occupancy Transfer is required in the Township of Franklin each time a residential dwelling unit changes occupants.
- The following checklist is a guideline for items that must be completed at the time of a housing inspection to obtain a Certificate of Occupancy Transfer in the Township of Franklin.
- This checklist is based on the regulations contained in the Current International Property Maintenance Code, Chapter 178 of the Code of the Township of Franklin Ordinance (Certificate of Occupancy Transfer) and current regulations adopted by the NJ Department of Community Affairs.
- The inspection is a general inspection and the Township does not guarantee that the premises inspected are free from latent defects; nor is the Township liable for damages or injury caused to any person as the result of any violation not reported herein.
- If the buyer is assuming the responsibility of obtaining the certificate, this office must be notified in writing prior to the issuance of the Certificate of Occupancy Transfer.

APPLICATION INSTRUCTIONS

- An application for inspection must be completely filled out and submitted to the Housing Code Official's Office in the Township of Franklin Municipal Building.
- A \$100.00 fee must accompany the application for inspection. This fee covers the initial inspection and the first re-inspection.
- A \$50.00 fee for the third and every subsequent inspection must be paid prior to scheduling the inspection.
- All applications and fees must be submitted to the Housing Code Official's Office. Applications and/or fees will not be accepted by the inspectors in the field.
- No inspection or reinspection will be scheduled without a completed application or without the fee paid in full.
- The owner or Realtor must leave message on the inspection line at 856-694-1234 ext. 165 to set up re-inspection. This will not be done until all applications and fees are received and application is processed.
- A certification may be required for the following: chimneys - roof - electrical - structural - heating
- **APPLICATIONS MUST BE APPROVED WITHIN 30 DAYS OF INITIAL INSPECTION. VIOLATORS WILL BE SUBJECT TO FINES (\$100 - \$200 per day) AS PER THE TOWNSHIP OF FRANKLIN ORDINANCE #178-10.**
- APPLICATIONS ARE NON-TRANSFERABLE & WILL EXPIRE AFTER 60 DAYS

Because of scheduling and processing time, please apply for inspections a minimum of three weeks prior to settlement/rental. It is suggested that you apply for a Certificate of Occupancy Transfer when the house is listed. This will help avoid scheduling problems and the repair list will allow you to realize the true value of the property once the repairs are completed.

CERTIFICATE OF OCCUPANCY TRANSFER INSPECTION CHECKLIST

EXTERIOR

- House numbers; each dwelling must have a house number displayed in a position easily observed and readable from the public right-of-way. All numbers shall be reflective and at least 3 ½ inches high, meeting the Township E-911 requirements (§165 of the Township Code).
 - All accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair. Yards with swimming pools must have a fence with self-closing, self-latching, out-swing gates. Minimum fence height at 48" with latch at top minimum 54" high.
 - All landings or porches 30" in height or higher must have a rail around the entire area, with intermediate rails, spaced no greater than 4" between, no less than 36" in height minimum.
 - Every basement outside entrance shall be maintained to prevent entrance of rats, rain and surface water.
 - No broken or missing glass, including doors; all glass must be properly glazed (putty around glass) and weather-tight.
 - All stairways, decks, porches and balconies, shall be maintained structurally sound.
- Any conditions that may be violations of the Township Ordinances regulating Brush, Grass & Weeds (§ 162), Solid Waste and Recycling (Ord. 22-2001) and/or Property Maintenance (§295) will be referred to the Code Enforcement Officer of the Township and shall be addressed prior to issuance of a Certificate of Occupancy Transfer.

INTERIOR

- Stove must be equipped with an anti-tilt device.
- All utilities must be on at the time of inspection.
- A smoke detector is required on each level of the premises. On levels where bedrooms exist, detectors must be located in all bedrooms and outside of each sleeping area. Smoke detectors may be battery operated.
- Carbon monoxide detectors shall be installed in the vicinity of the sleeping areas except for buildings that do not contain a fuel burning device or attached garage.
- All stairs of four (4) risers or more must have a handrail at least 30" high and secured.
- Bathrooms must have a window or may have a fan exhausting to the exterior.
- Every egress window shall be capable of being easily opened and shall be held in position by window hardware.
- An ABC fire extinguisher must be no smaller than 2A:10B:C, weigh no more than 10 lbs. and mounted in a visible convenient location.
- All mechanical equipment, exhaust fans, sump pumps, wood stoves, fireplaces, fireplace inserts, etc. must be installed and maintained in a safe working condition.

ELECTRICAL

- All electric must be free of hazards such as open junction boxes and taped electrical connections.
- No extension cord type wiring is permitted.
- Service wire to house must be in sound condition.
- G.F.C.I. protection must be supplied to all swimming pools, spas, exterior and garage outlets. G.F.C.I. receptacles must be installed within 5' of any water source, and at all kitchen and bathroom counters.

PLUMBING

- Plumbing fixtures shall be vented.
- All water lines, spigots and valves must be in proper working order.
- Toilets must flush.
- Heat must be supplied to all habitable rooms.
- Hot water heaters and heating boilers must be properly installed with a pressure relief valve with an extension pipe installed and terminating within 6" of the floor or into an approved indirect waste.

PLEASE NOTE

1. All repairs must be done in a workmanlike manner.
2. All handrails and railings, new or existing, must be adequately secured as to withstand normal loads.
3. Ordinary repairs do not require construction permits; if any permits are required it will be noted on the individual repair list.
4. The Township does not inspect air conditioning.
5. The Township does not inspect the condition of any swimming pools, Jacuzzi's, hot tubs or spas. The inspection performed is to assure safe electrical connections and required fencing and access only.
6. The Township does not address basements concerning wet or damp conditions, and will not inspect basements when there is standing water present.
8. Termite inspections are regulated by the State. The Township does not inspect for termite infestation.
9. Township of Franklin does not inspect for lead base paint.
10. The Township of Franklin does not pick up unwanted household contents such as furniture, carpeting, appliances, etc. Unless otherwise agreed to in the sales contract the seller, or landlord in the case of rental properties, is responsible for the proper removal and disposal of unwanted household contents.
11. Revisions may be forthcoming when required.
12. When required certifications shall be provided from:
 - A. Roofing - Licensed, bonded contractor or structural engineer.
 - B. Electrical - Licensed, bonded contractor.
 - C. Chimney - Bonded mechanical contractor or Chimney Sweep.
 - D. Plumbing - Licensed, bonded plumbing contractor.
 - E. Septic - as per N.J.A.C. 7:9A-12.6 (RESALE ONLY)
 - F. Well - as per N.J.S.A. 58:12A-26 (RENTAL 5 year & RESALE 1 Year)

*** ALL RENTAL UNITS MUST BE REGISTERED WITH THE CLERKS OFFICE***

IF SALE OR RENTAL DOES NOT OCCUR, NOTIFY THE OFFICE IMMEDIATELY.

Date Issued: _____

COT Application # _____
Block _____ Lot _____

TOWNSHIP OF FRANKLIN
TEMPORARY
CERTIFICATE OF OCCUPANCY TRANSFER

Dwelling Address: _____
Prospective Buyer/Owner: _____
Address: _____
City/State/Zip Code: _____
Phone Number: _____

This certificate is hereby issued for the above listed property in accordance with Chapter 178, Certificate of Occupancy Transfer.

() No persons shall occupy the premises until all items found during the inspection are corrected, the property re-inspected and a permanent Certificate of Occupancy is issued.

Township of Franklin # 178-10 Any person who violates the provisions hereof shall be subject to a fine of not less than \$100.00 nor more than \$200.00 at the discretion of the court. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

Certificate Expires On: _____ (no extensions will be issued)

Signature, Buyer/Owner: _____ **Date:** _____

I have read, understand and agree to the above conditions.

Housing Code Official: _____ **Date:** _____

Call for re-inspection: 856-694-1234 Extension 145
1571 Delsea Drive, Franklinville, NJ 08322

TOWNSHIP OF FRANKLIN
1571 DELSEA DRIVE, FRANKLINVILLE, NJ 08322
856-694-1234 EXT. 114
LANDLORD TENANT REGISTRATION

Block _____ Lot _____

Date _____

1. Property Address: _____

2. The names and addresses of all record owners of the building or the rental business (including all general partners in the case of a partnership) are as follows:

3. If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are as follows:

If Record owner is not a corporation initial here: _____

4. If the address of any record owner is not located in the county in which the dwelling is located, the name and address of a person who resides in the county and is authorized to accept notices from a tenant, to issue receipts for those notices and to accept service of process on behalf of the out-of-county record owners(s) is as follows:

If addresses of all record owners are in the county initial here: _____

5. The name and address of the managing agent is as follows:

If there is no managing agent initial here: _____

6. The name, address (including dwelling unit, apartment or room number) of the superintendent, janitor, custodian or other person employed to provide regular maintenance service is as follows:

If there is no superintendent, janitor or custodian initial here: _____

TOWNSHIP OF FRANKLIN
1571 DELSEA DRIVE, FRANKLINVILLE, NJ 08322
856-694-1234 EXT. 114
LANDLORD TENANT REGISTRATION

7. The name, address, and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the dwelling or any dwelling unit, including such emergencies as the failure of any essential service or system, and who has authority to make emergency decisions concerning the building, including the making of repairs and expenditures, is as follows:

8. Name and addresses of all holders of recorded mortgages on the property are as follows:

If there are no recorded mortgage on the property initial here: _____

9. If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used are as follows:

If the building is not heated by fuel oil initial here: _____

If the building is heated by fuel oil, but the landlord does not furnish heat initial here: _____

Tenants Names: _____

Owner's Signature _____

Give completed form to Municipal Clerk and Tenants