



BOROUGH OF GLASSBORO

Code Enforcement Office

10 S. Poplar Street, Glassboro, NJ 08028

Kaitlin Harrell, Administrative Assistant

(P) 856-881-9230 ext. 88140

(F) 856-863-4690

(E) Kharrell@glassboro.org

APPLICATION FOR TRANSFER OF TITLE

Property information:

Address of Property for sale: _____ Block: _____ Lot: _____

Current Owner's name(s): _____

Address of owner if different from above: _____

Email address of owner: _____ Phone number of owner: _____

Selling Price of the home: _____ Date of Settlement: _____

Will this home be used as a future rental? ☐ Yes ☐ No

Buyer's information

Buyer(s) name: _____

Address of Buyer: _____

Email address of Buyer: _____ Phone number of buyer: _____

If this is a business buying the property, please provide the name and contact information of the person responsible for the property: _____

Realtor/Agent

For the: ☐ Seller ☐ Buyer

Name of Realtor/Agent: _____

Email of Realtor/Agent: _____ Phone number of Realtor/Agent: _____

Applicant's name (print)

Applicant's Signature

For Office Use only

Single Unit Dwelling: \$125
(includes one re-inspection)

2nd Re-inspection: \$35

Fee Remitted: _____ Date: _____ Form of payment/check # _____

Collected by: _____ Inspection Date: _____ RCA checked: _____ Permits checked: _____

Inspections are by appointment only. All paperwork must be submitted before Certificate is issued

In the event that the above listed property is to be a rental, please contact 856-881-9230 et. 88140 to register the property as a rental per Borough Code Chapter 379.



BOROUGH OF GLASSBORO

Bureau of Fire Prevention

10 S. Poplar Street, Glassboro, NJ 08028

Kristine D'Amico, Administrative Assistant, Fire Prevention

(P) 856-881-9230 ext. 88350

(F) 856-863-4690

(E) Kdamico@glassboro.org

APPLICATION FOR SMOKE, CO MONITOR & FIRE EXTINGUISHER INSPECTION

Property information:

Address of Inspection: _____ Block: _____ Lot: _____

Current Owner's name(s): _____

Owner's Phone number: _____

Settlement date for home: _____

Name of Realtor/Agent: _____

Owner's email address: _____

The application fee for a certificate of smoke alarm, carbon monoxide alarm, and portable fire extinguisher compliance, as required by N.J.A.C. 5:70-2.3 shall be based upon the amount of time remaining before the change of occupant is expected, as follows:

1. Request for a smoke certificate more than 10 business days prior to the change of occupant:
\$ 45.00
 2. Request for a smoke certificate received 4 to 10 business days prior to the change of occupant:
\$ 90.00
 3. Request for a smoke certificate received fewer than 4 business days prior to the change of occupant:
\$ 160.00
-

Applicant's name (print)

Applicant's Signature

Please note: the inspection for the smoke, carbon and fire extinguisher will happen at the same time as the Certificate of Resale inspection with the same inspector.

For Office Use only

Fee Remitted: _____ Date: _____ Form of payment/check # _____

Collected by: _____

NOTE:

This form is to be signed by the **buyer** and returned along with the Resale of Dwelling Certificate. This form can be docu-signed and returned via email to Kharrell@glassboro.org. This form is required even if the property is not going to be a rental. This is just an acknowledgement by the buyer stating they understand the rules if they ever wish to turn their property into a rental. A Resale of Dwelling Certificate will **not** be issued without this form being completed.

ACKNOWLEDGEMENT FOR RENTAL PROPERTY

Address of Property: _____ Block: _____ Lot: _____

RENTAL NOTICE: In the event that the above listed property is to be utilized as a rental property, a certificate of rental registration must be issued by the Chief Housing Officer, as per Borough Code 379-2, prior to occupancy. Please call the Health & Housing Department at 856-881-9230 ext. 88140 or email Katy Harrell at Kharrell@glassboro.org.

THE ISSUANCE OF THE RENTAL CERTIFICATE OR THE RESALE OF DWELLING CERTIFICATE DOES NOT IMPLY HABITABILITY OF BASEMENT OR ATTIC AREAS.

I have read and understand the above rules and regulations regarding the registration of a Rental Property within the Borough of Glassboro.

Signature of Buyer:

Name of Buyer: (Please print)



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HOLD HARMLESS AGREEMENT

Address of Property: _____ Block: _____ Lot: _____

By signing below, the **buyers** of the above captioned property hereby acknowledge the violations found by the Glassboro Code Official on the inspection dated _____. We acknowledge that we must remediate and correct any and all violations noted and that the property must be re-inspected and approved by the Glassboro Code Office prior to the issuance of a Resale of Dwelling Certificate.

The buyer further agrees to not occupy the property until all of the health and safety violations are corrected, re-inspected, and approved by the Code Enforcement Office and the Resale of Dwelling Certificate is issued.

In order for settlement to take place prior to the issuance of a Resale of Dwelling Certificate, the Glassboro Code Enforcement may issue a "Transfer of Title" only, based upon the specific violations noted being corrected within 90 days of the date of this letter.

_____	_____	_____	_____
Buyer	Dated		
_____	_____	Notary	Dated
Buyer	Dated		

Hold Harmless Agreement

The above buyer agrees to indemnify and hold the Borough of Glassboro and/or its' employees harmless from any claims, demands, actions, causes of action, damages, expenses, losses or liability or injury to themselves or any other person arising in any way

_____	_____	_____	_____
Buyer	Dated	Notary	Dated
_____	_____		
Buyer	Dated		