

Mount Holly Township
23 Washington Street
Mount Holly, New Jersey 08060

609-845-1100 EXT 222/223 /FAX# 609-267-6295 PHYSICAL ADDRESS 23 Washington St 3rd Floor

REQUEST FOR RESALE/RENTAL INSPECTION

A request for an inspection should be made under the following circumstances:

TOWNSHIP ORDINANCE 90-1

- A. Prior to any change in ownership or occupancy of any house, dwelling, apartment unit, boarding house unit, rooming house unit, commercial, industrial or any other type of premises, whether by transfer of title, changes of renting or leasing tenant or otherwise, which is used, partially used or intended to be used for human occupancy, a certificate of approval shall first have be obtained from the Housing Code Enforcement Officer stating that the building, or specified portion thereof, particulars units therein, or premise complies with the requirements of the BOCA National Property Maintenance Code and all other codes and ordinances of the Township of Mount Holly regulating and governing matters of health, sanitation, maintenance and use of any structure for human occupancy.
- B. A certificate of approvals shall be obtained as required in Subsection A or every two years, whichever occurs first.
- F. Safety Violations. All violations which, in the judgement of the inspecting officer, pose a positive, clear and serious present or potential threat to the health, safety or welfare of any present or potential occupant shall be designated upon the inspection report and such violations must be corrected prior to any change in ownership or occupancy.

Procedures:

FOR RESALE:

Step 1: Obtain a heating certification from a licensed heating technician. Pre-printed certification forms may be obtained at our office. License number must be on form.

Step 2: Call the fire Inspector for a Smoke Certification. Robert Hubbs 609-261-7233.

Step 3: A Resale Inspection Application must be completely filled out. Pre Printed application forms are obtained in our office.

Step 4: With the Resale Inspection Application, certifications for heater and smoke detector completed, come to the Housing Office to arrange for an appointment. **COST \$150.00** 609-845-1100 EXT 222/223

If the condition of the property is such that a Certificate of Approval cannot be issued for a resale closing, a Letter of Uninhabitable Sale may be obtained allowing the buyer to purchase the property without habitation and will allow 30 days from the date of inspection for all violations o be abated. A possible 30-day extension may be granted

FOR RENTAL:

Step 1: Obtain a heating certification from a qualified licensed heating technician. Pre-printed certification forms may be obtained at our office. License number must be on form.

Step 2: Arrange an appointment with the Housing Office. **Cost \$150.00 per unit.** 609-845-1100 EXT 222/223

Step 4: You MUST supply is with new tenant information.

Prior to submitting an application for a Certificate of Approval for a rental unit, all taxes, municipal liens, tax certificates and or assessments must be paid current of satisfied. All applicable fees and licenses shall be paid current. Check, credit card, money orders or cash in the exact amount are accepted.