



# 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

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#### 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: \_\_\_\_\_

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#### Realtor/Agent

For the:  Seller  Buyer

Name of Realtor/Agent: \_\_\_\_\_

Email of Realtor/Agent: \_\_\_\_\_ Phone number of Realtor/Agent: \_\_\_\_\_

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Applicant's name (print)

Applicant's Signature

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#### 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 CO 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: \_\_\_\_\_

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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

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

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#### 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 CO Application. This form can be docu- signed and returned via email to [Kharrell@glassboro.org](mailto: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 CO 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](mailto:Kharrell@glassboro.org).

**THE ISSUANCE OF THE RENTAL CERTIFICATE OR THE CERTIFICATE OF OCCUPANCY 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.

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Signature of Buyer:

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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 Certificate of Occupancy.

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 Certificate of Occupancy is issued.

In order for settlement to take place prior to the issuance of a Certificate of Occupancy, 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