TOWNSHIP OF WASHINGTON/GLOUCESTER COUNTY / MUNICIPAL BUILDING
523 EGG HARBOR ROAD, SEWELL NJ 08080 Website: www.townshipnj.com
Phone: 856-589-0520 ext. 2231 or 2296 Fax: 856-218-1473
Email: amarini@twp.washington.nj.us or nfach@twp.washington.nj.us

Certificate of Resale

Welcome to the Washington Township Certificate of Resale process. Our goal is to make your experience as simple and efficient as possible. You can help us by ensuring that your application is completed correctly with all the required information. Please clearly print or type all necessary information on the application and submit all required documentation. Any additional documentation required is outlined below.

Certificate of Resale Checklist – Residential

- Please complete Certificate of Resale Application
- Application Fee of $150, cash or check made payable to: ***Washington Township***
- If an inspection or reinspection is requested to be scheduled within 3-5 business days, an expedited fee of $75 is due; within two business days, an expedited fee of $100 is due. If the inspection fails twice, there will be a $75 fee for each inspection after.
- **Original** ink signature of Seller or Seller's Agent is required
- ***Please Note:*** Even "As Is" sales naming the buyer as the responsible party will require the sale application signed off by the Seller or Seller's Agent.
- If the home is owned by and being sold by a company under an Inc., or LLC, we will need documentation showing authorized members that can sign for the company. If an Executor of an Estate is selling the property, they must provide the Short Certificate showing proof they are the Executor.
- Upon completion of passing inspection, the Certificate of Resale will be emailed to the Seller and Seller's Agent. If the inspection fails, a Failure Report will be emailed to the Seller and the Seller's Agent. If you do not receive anything at the end of the inspection day, please call the office.
- Fines will be assessed if property sold or transferred without a Certificate of Resale.

Temporary Certificate of Resale

If the Certificate of Resale inspection fails, a Temporary Certificate of Occupancy (TCO) may be given upon request; provided there are no life safety violations. If a TCO is requested, please have the buyer complete the affidavit application (original signature and notarized) along with signed failure report and fee of $125. The Temporary Certificate of Resale is good for 30 days. The buyer **MUST** complete all permits, violations, payments, and inspections within the 30-day period. A final inspection is then necessary to close out the TCO process and once everything is closed out and paid for, the buyer will receive their final Certificate of Resale as long as they pass the final inspection.

****Any requests for additional information from anyone other than the seller must be requested on an OPRA – Open Public Record Act form which can be found on our website or in the Clerk's Office. ****

Inspections
1ST _____
2ND _____
3RD _____

Washington Township Housing Office
523 Egg Harbor Road
Sewell, NJ 08080
856-589-0520 Ext. 2231 or 2296
amarini@twp.washington.nj.us nfach@twp.washington.nj.us
www.townshipnj.com

Lock Box _____

APPLICATION FOR CERTIFICATE OF OCCUPANCY - SALE

ALL FIELDS MUST COMPLETED AND ORIGINAL APPLICATION MUST BE SUBMITTED

ADDRESS TO BE INSPECTED: _____

Block _____ Lot _____ Qual: _____ IS DWELLING VACANT? Yes _____ No _____

DWELLING INFORMATION:

□ Private Well □ Private Septic □ Township Water □ Township Sewer

☐ Single Family ☐ Duplex ☐ Condo ☐ Two-Family ☐ Mobile Home ☐ Twin ☐ Apartment ☐ Other

CURRENT OWNER:

Name: _____ Phone #: _____

Address: _____

Email address: _____

PROSPECTIVE BUYER

Name: _____ Phone #: _____

Address: _____

Email address: _____

OWNER/OWNER'S AGENT	BUYERS REPRESENTATIVES:
Seller/Seller's Representative / Telephone Number	Buyer's Representative / Telephone Number
Email Address	Email Address

_____
Current Owner's Name or Owner's Representative Name

Settlement / Occupancy Date:

_____
Current Owner's Signature or Owner's Representative

_____
Date

***** **ONLY ORIGINAL WET INK SIGNATURES WILL BE ACCEPTED/DOCU SIGN WILL NOT BE ACCEPTED** *****

OFFICE USE ONLY:

_____ $150 - Initial Inspection Fee (includes smoke certification and 1st Re- Inspection)

_____ $ 75- each addl'/ $100 for expedited within 2 days/ $75 3-5 days

_____ Check Number/Cash *Payable To: Township of Washington*

Received