



## TOWNSHIP OF HARRISON

Housing Department  
114 Bridgeton Pike  
Mullica Hill, NJ 08062  
(856) 478-4111  
property\_maintenance@harrisontwp.us

### RESALE/ RENTAL CTO REQUIREMENTS

#### APPLICATION INSTRUCTIONS

- An application for inspection must be completely filled out and submitted to the Housing Code Official's office.
- **A \$100.00 fee must accompany the application for inspection. This fee covers the initial inspection and the first re-inspection. There is a \$150 expedited fee if inspection needs to be scheduled within 10 business days of the application date.**
- **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 re-inspection will be scheduled without a completed application or without the fee paid in full.
- The owner or Realtor must contact the housing office via phone or email to schedule the 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
- 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 Transfer of Occupancy or Certificate of Transfer of Ownership.

#### REQUIREMENTS FOR ISSUANCE OF A CTO

- Inspection – Passing based on the 2024 International Property Maintenance Code
- Smoke Detector Certification from the Fire Department
- Septic Certification – If the septic is not certified and there is work that needs to be done, then written documentation and/or sealed plans of corrections will be submitted to the office. Homeowner will be given 60 days to correct and a Temporary Certificate will be issued.
- Proper permits and inspections for any work completed in the home.
- All utilities must be on and working at the time of inspection.

*Because of scheduling and processing time, please apply for inspections a minimum of 30 days prior to settlement.*

LOCK BOX \_\_\_\_\_

LOCATION \_\_\_\_\_

**OFFICE USE ONLY**

DATE OF INSPECTION \_\_\_\_\_

DATE OF RE-INSPECTION \_\_\_\_\_

## HARRISON TOWNSHIP

Housing Office: P= 856-478-4111

EMAIL: [property\\_maintenance@harrisontwp.us](mailto:property_maintenance@harrisontwp.us)

# CTO

114 BRIDGETON PIKE

MULICA HILL NJ 08062

### CERTIFICATE OF TRANSFER OF OWNERSHIP / OCCUPANCY

FEES: RESIDENTAL INITIAL INSPECTION FEE - \$100.00 RESIDENTAL EXPEDITED FEE - \$150.00

COMMERCIAL FEE - \$200 COMMERCIAL EXPEDITED FEE - \$250.00

THIRD RESINSPECTION FEE - \$50.00

PLEASE FILL OUT ALL INFORMATION TO AVOID DELAYS!

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ ADDRESS NEEDING INSPECTION: \_\_\_\_\_

PROPERTY TYPE: \_\_\_\_\_ House Sale / \_\_\_\_\_ House Rental / \_\_\_\_\_ Apartment Rental / \_\_\_\_\_ Commercial

OWNER(S) NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ Ext. \_\_\_\_\_

CONTACT NAME AND NUMBER TO SET UP INSPECTION: \_\_\_\_\_

EMAIL: \_\_\_\_\_

(so we can email the report or CTO)

NEW BUYER/RENTER NAME (ALL): \_\_\_\_\_

REALTOR COMPANY: \_\_\_\_\_ AGENT: \_\_\_\_\_

AGENT EMAIL: \_\_\_\_\_ AGENT PRIMARY PHONE: \_\_\_\_\_ Ext. \_\_\_\_\_

**\*\* Please do not schedule a settlement date until the CTO is approved and returned. \*\***

### Building Information (Please be Accurate)

1<sup>st</sup> Floor LR \_\_\_ DR \_\_\_ KIT \_\_\_ BATH \_\_\_ Other \_\_\_\_\_

How many bedrooms

2<sup>nd</sup> Floor LR \_\_\_ DR \_\_\_ KIT \_\_\_ BATH \_\_\_ Other \_\_\_\_\_

\_\_\_\_\_

3<sup>rd</sup> Floor LR \_\_\_ DR \_\_\_ KIT \_\_\_ BATH \_\_\_ Other \_\_\_\_\_

Basement LR \_\_\_ DR \_\_\_ KIT \_\_\_ BATH \_\_\_ Other \_\_\_\_\_

FEE: \_\_\_\_\_ DATE PAID: \_\_\_\_\_ CASH: \_\_\_\_\_ CHECK: \_\_\_\_\_

**Inspection needed by :** \_\_\_\_\_ Must be after 10 bussiness days of application or it will be considered Expedited.