TOWNSHIP OF EDISON
MAYOR SAM JOSHI
DEPARTMENT OF ENGINEERING
DIVISION OF CODE ENFORCEMENT
JOHN SOLTESZ
CONTRUCTION OFFICIAL
100 MUNICIPAL BLVD
EDISON, NEW JERSEY 08817
PHONE: 732.248.7257
FAX: 732.248.1606
EMAIL: CODEOFFICE@EDISONNJ.GOV

# EDISON CERTIFICATE FOR CHANGE OF OWNERSHIP/TENANCY

Please see below for how to access the application online and submission through the Edison Township website.

Go to Edisonnj.gov

At the top hover over "Quick Links"

A drop-down menu will occur, select the last option called "Forms and Applications"

Scroll down to Code Enforcement

Select the form that states "Residential Resale Certificate Application"

Print out the form

Fill out form legibly as applicable

Email forms to one of the two emails listed below:

Resale@edisonnj.gov

Code Enforcement will process and call for payments by credit card

PLEASE NOTE THE SELLER, BUYER AND OR AGENT SHOULD INSPECT THE STRUCTURE FOR WORK WHICH HAS BEEN DONE WHICH REQUIRED PERMITS.

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# CHECK LIST FOR RESIDENTIAL RESALE FOR OCCUPANCY

**INSPECTION TIME IS BETWEEN 9:00 AM – 3:00 PM**

**Smoke Certificate Required before Resale Certificate can be issued. If Fire Prevention inspection comes before Resale inspection, please provide copy of Smoke Certificate on site during Resale Inspection. If not possible email copy to Resale@edisonnj.gov.**

**** Inspection is required to be completed minimum of 4 weeks prior to closing date****
Prior to inspection, check with the Township Building Department for any open permits; check with the Tax Assessor's office to see that all improvements in the property are being assessed accordingly. Items that are not on the township record may require permits, even if installed by previous owner, the current owner is responsible to resolve.

- The following needs to be structurally-sound and verified by both Zoning & Building permits, as required with Certificates:
  - Addition / Alteration / Finished Basement / Finished Attic / Garage conversion
  - Patio / Deck / Pool / Spa
- Fence and childproof gate is required for all properties with a pool and/or spa.
- All handrails and guardrails must be secure and of proper height.
- Risers (for stairs) where required, must have openings less than 4 inches.
- Water Heater, Furnace, Air conditioner, Boiler, etc., require permits to install or replace and must be in working order.
- Water Heater must have pressure relief valve, bonding cable, pressure relief piping (cannot be black pipe), terminating 6 inches from the floor, unthreaded.
- All flue connections of oil/gas fired appliances must be secure and tight.
- Clothes dryer must be vented outside the house (not into garage, attic, basement, etc.)
- Gas appliances must have shut-off valves.
- Combustible assembly–no openings in garage ceilings and walls adjacent to living space.
- House numbers must be located in front of house, minimum of 4 inches high.
- If there are existing GFI (Ground fault Interrupter) outlets, they must be in working order.
- No junk or debris in basement, attic or yard; Items for storage/moving are allowed.
- No keyed locks in bedrooms.
- Egress door (s) should not have a keyed inside lock.
- No imminent hazards on premises that might endanger occupants or the general public.
- ***Any other concerns or elements deemed necessary by the Municipal Inspector.***

**All of the above items must be met prior to the issuance of the Certificate**. If any work was performed without a permit and one was required, you will be required to obtain the permit and close it before the certificate will be issued. By issuances of this Certificate, neither the Township of Edison nor any of its Officers and Inspectors assumes any liability.

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# RESIDENTIAL RESALE CERTIFICATE APPLICATION

APPLICATION DATE: _____

Fee: $150 payable to EDISON TOWNSHIP by: CERTIFIED check, credit card, or money order.
No cash. No Personal Checks, No refunds.
Inspection should be completed a minimum 3 weeks prior to closing.

**Office Use Only:**

Inspection Date:_____

CERT #: _____

# PROPERTY INFORMATION

BLOCK: _____ LOT: _____ SINGLE FAMILY_____ TWO FAMILY_____

DWELLING TO BE: BUYER OCCUPIED_____ REHAB _____ TO BE DEMOLISHED_____

PROPERTY ADDRESS: _____

PROPERTY'S OWNER'S NAME/PHONE : _____

APPLICANT NAME, IF NOT OWNER: _____

APPLICANT PHONE NUMBER: _____ TENTATIVE CLOSING DATE: _____

BUYER NAME: _____PHONE: _____

CURRENT ADDRESS: _____ CITY: _____ STATE: _____ ZIP_____

SELLER ATTORNEY NAME: _____ PHONE: _____

SELLER AGENT NAME: _____ PHONE: _____

BUYER ATTORNEY NAME: _____ PHONE: _____

BUYER AGENT NAME: _____ PHONE: _____

APPLICANT SIGNATURE _____

Note: If any work requiring a permit was completed, a compliance permit must be obtained work must be inspected and permit closed before Certificate will be issued.

Note: As per *Edison Township Ordinance 14-1.6* a Certificate must be obtained prior to closing of the property. Failure to do so will result in *penalties and fines* up to $2,000 as per Township ordinance.

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