

**GLOUCESTER CITY HOUSING AND BUILDING DEPARTMENT**

**700 SOMERSET STREET, GLOUCESTER CITY, NJ 08030**

**(856) 456-7689**

**FAX: (856) 456-0289**

**CERTIFICATE OF TRANSFER OF TITLE (FOR VACANT PROPERTIES ONLY)**

**(THIS SECTION IS FOR OFFICE USE ONLY)**

DATE RECEIVED \_\_\_\_\_ DATE ISSUED \_\_\_\_\_ T.T. # \_\_\_\_\_

**PLEASE COMPLETE THIS SECTION BELOW (PLEASE PRINT OR TYPE)**

PROPERTY LOCATION \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_  
APT. NO. \_\_\_\_\_ FLOOR \_\_\_\_\_ PHONE \_\_\_\_\_

OWNER/SELLER \_\_\_\_\_ ADDRESS \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_ DRIVERS LICENSE NO. \_\_\_\_\_  
PHONE No. \_\_\_\_\_ FAX NO \_\_\_\_\_

BUYER \_\_\_\_\_ ADDRESS \_\_\_\_\_  
DATE OF BIRTH \_\_\_\_\_ DRIVERS LICENSE NO. \_\_\_\_\_  
PHONE No. \_\_\_\_\_ FAX NO \_\_\_\_\_

AGENT \_\_\_\_\_ ADDRESS \_\_\_\_\_  
PHONE NO. \_\_\_\_\_ FAX NO \_\_\_\_\_

**DWELLING INFORMATION (PLEASE BE ACCURATE)**

SINGLE \_\_\_\_\_ ATTACHED \_\_\_\_\_ ROW \_\_\_\_\_ APTS \_\_\_\_\_ ROOMS \_\_\_\_\_

**CHECK EACH ROOM IN THE DWELLING**

1 <sup>ST</sup> FLOOR	LR _____	DR _____	KIT _____	BATH _____	OTHER _____
	BR _____	BR _____	BR _____	BR _____	
2 <sup>ND</sup> FLOOR	LR _____	DR _____	KIT _____	BATH _____	OTHER _____
	BR _____	BR _____	BR _____	BR _____	
3 <sup>RD</sup> FLOOR	LR _____	DR _____	KIT _____	BATH _____	OTHER _____
	BR _____	BR _____	BR _____	BR _____	

Smoke Detector(s) Inspection: Passed \_\_\_\_\_ Failed \_\_\_\_\_ Date \_\_\_\_\_

Inspectors Signature \_\_\_\_\_

PLEASE SIGN \_\_\_\_\_ APPLICATION & INSPECTION FEE **\$75.00**  
CHECK NO. \_\_\_\_\_ CASH \_\_\_\_\_

GAIN ACCESS TO PROPERTY CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_

EMERGENCY CONTACT PERSON \_\_\_\_\_ PHONE \_\_\_\_\_

Inspection requirements are as follows, (1) One battery-operated smoke detector installed per level of the structure.

Please be advised that this is for a transfer of title only and is valid for a period of 90 days after inspection date. This also requires the buyer to obtain or apply for a Certificate of Occupancy within the 90 day period, failure to do so will result in a violation. Upon conviction, violators may be fined not to exceed (\$1000) One Thousand Dollars, imprisonment, or community service not to exceed (90) Ninety Days, or both.