

**GLOUCESTER CITY**  
**HOUSING AND BUILDING DEPARTMENT**  
 856-456-7689  
 FAX 856-456-0289



**700 SOMERSET STREET**  
**GLOUCESTER CITY, N.J. 08030**

**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.